



## 2022 Daytime Event Information

Private High Tea or Brunch Service • Bridal and Baby Showers  
Corporate Meetings • Luncheons • Birthday Celebrations

### Facilities & Rates

*The character and scale of the Inn make it a perfect location for small gatherings. Consider these options for you and your guests, and please don't hesitate to stop by and see the Inn anytime before deciding on an event space!*



**Main dining room**

Seats up to 8\* guests  
Two hour rental: \$100  
Each additional hour: \$30



**Fernwood dining room**

Seats up to 20\* guests  
Two hour rental: \$300  
Each additional hour: \$75



**First floor** (Both dining rooms, parlor, and patio)

Seats up to 30\* guests  
Two hour rental: \$500  
Each additional hour: \$150

While the inn can comfortably fit up to 30\* guests for seated meals, a cocktail-style reception or buffet event can accommodate up to 45\* guests with limited seating. Weather permitting, our patio is also available for use during your event in whatever capacity you would like!

*\*Please note that current COVID restrictions limit our guest capacity to 50% of the numbers above.*

### Rental Details

- Rental fees cover *one* server, *one* chef, and private use of your selected dining area.
- Events may begin as early as noon and end as late as 4pm, based on availability.
- All rentals include 30 minutes before and after the event for hosts to comfortably set up and take down any decorations or favors.
- You are welcome to leave flowers, decorations, or alcohol at the Inn prior to your event. Just let us know when to expect you!
- The rental fee is taken when you book your event and does not include food costs, additional staffing, or gratuity, which will be calculated after menu options are chosen. *No event can be considered booked until this fee is paid.*

## Menu Options

Our events menus are chef-driven, serving made-from-scratch food with pride. Our ingredients change seasonally based on what is freshest and most delicious. We are happy to accommodate special requests and build your menu with you. Here are some examples of our most popular event options:

### ***The Inn on Negley Brunch*** – \$35 per person

- Fresh fruit and our house-made scones, muffins, and/or tea breads
- Quiche or frittata with seasonal vegetables and imported cheeses with a side salad
- Waffles or pancakes with seasonal fruit compote, nuts and whipped cream
- Breakfast meats served family-style
- Petite lemon cakes, french macarons, or truffle brownies
- La Prima coffee, hot or iced tea, assorted juices

### ***Traditional High Tea Service*** – \$42 per person

A sampling of loose teas from our extensive Harney & Sons menu

A three-tiered display of our favorite tea pairings including:

- Savory finger sandwiches and crostinis (3 per person)
- Vanilla cream scones and seasonal fruit scones (2 per person)
- Assorted decadent pastries (3 per person)
- Fresh fruit
- House-made creme fraiche and jam

### ***Afternoon Luncheon*** – Priced per Menu

Menu designed to order; our in-house chef can guide your ideas into an impressive luncheon, as beautiful as it is delicious.

#### *Diet Restrictions*

We pride ourselves on providing an exceptional experience to all of our guests, regardless of food allergies or diet restrictions. If you know of any allergies within your party, please let us know as soon as possible. Gluten-free and vegan options are available at a \$5.00 upcharge per person.

#### *A Note on Alcohol*

The Inn on Negley does not have a liquor license and cannot legally sell alcoholic beverages. We are happy to serve your guests Mimosas or Bloody Marys, provided you bring your own alcohol. We'll take care of the rest! Mixers and service incur an additional charge of \$2.50 per person.

## Detailed Event Proposal

Upon receiving your deposit, and after working with our events coordinator, you will receive a written proposal detailing the terms and estimated costs of your event. Upon review, simply notify us of your agreement, and we will proceed with preparations for your event!

## Other Costs and Considerations

### Official Guest Count

Menu ingredients are purchased on an as-needed basis from reputable local vendors and prepared fresh especially for you. *One week prior to your event, you will be responsible for confirming an official guest count.* Purchases will then be based on that count, and cannot be readjusted.

### Space Requirements *(Note: For the duration of COVID, the first floor minimum is 10 guests)*

A minimum of 20 guests is required to rent the first floor. Should you rent the first floor and your guest count drop below 20 guests, you have two options: 1. Rent only the Fernwood dining room, with the additional cost from the first floor rental applied to the final balance of your event, or 2. Keep the first floor for your private use and pay for 20 guests, regardless of your final guest count.

### Service

Smaller events can be easily managed by our innkeepers and chefs, and your room rental includes one server and one chef. *Groups larger than 12 will require an additional chef and server at a flat rate of \$130 per staff member.* A bartender is also available by request at the same rate.

### Table Settings and Decorations

We have a variety of linens and floral displays that our Innkeepers will be happy to show you if you have something particular in mind, but most guests choose to sit back, relax, and have us take care of the details. You may also choose to bring your own flowers and decorations. If you like, we can recommend a reliable linen rental service or florist and help to make arrangements with them.

In addition, we ask that you are kind to the house when considering your decorative needs. Great care has been given to preserve the Inn in its original condition, so please let an innkeeper help you if something needs hung up or pulled down.

### Parking

Parking at the Inn is reserved for our overnight guests, though there are often spaces available for guests with mobility issues or with several packages to bring in to the event. Additional parking is available two blocks from the Inn, and may be arranged with prior notice for a fee of \$60.

### Payment

One week prior to your event, when you confirm your guest count with our Event Coordinator, you will receive a final invoice detailing all charges. Payment is due in full on the day of your event. Payment can be divided among a few people, but *we cannot provide separate checks for your entire party. If you wish for your guests to pay for themselves individually, it is your responsibility to collect payment and present it in full.*

### Gratuity

For parties of 8 guests or more, an 18% gratuity will be added to your final invoice and divided among the entire staff. You are welcome to adjust this as you see fit.

### Cancellations

In the event you need to cancel an event, please let us know as soon as possible. Cancellation fees are currently waived because of COVID.

### Special Requests & Exceptions

We are a small business with an experienced staff dedicated to all of our guests. While we cannot promise to accommodate every special request, we are happy to try. Whether you are working with a budget or have ideas outside of what is described here, please feel welcome to discuss the possibilities with our innkeepers and event coordinator.

## Event Planning Checklist

Following is a general checklist to help you plan your event. You are welcome to speak to our event coordinator at any point.

- Review this event information packet
- Schedule a visit to familiarize yourself with the Inn and choose a space
- Check date availability and submit deposit in order to hold your preferred date
- Talk with our events coordinator, decide on a menu and arrange other details

At this point, we will prepare a detailed event proposal for your review

- Review and accept event proposal
- One week prior to event: confirm guest count
- Prior to event: Drop off any favors, decorations, or alcohol, if desired
- Day of event: Balance of payment is due. Relax and enjoy your event!