



CARNEGIE

I N N & S P A

FINE DINING

Thank you for your interest in hosting your upcoming event at the Carnegie Inn & Spa. From your first contact with our team through the completion of your event, it will be our pleasure to provide you with outstanding service. In recent years, under the direction of Executive Chef Paul Kendeffy, our restaurant has been consistently voted as the 'Best Fine Dining' and 'Most Romantic' by State College Magazine readers, further confirming we are State College's preeminent fine dining experience.

Our menus have been designed to provide you with a wide range of options that can be tailored to fit many different types of events. The Carnegie Inn is perfect for personal or professional occasions. Our Dining Room can accommodate up to 50 guests, and when combined with our Library, up to 150 guests. Our Caledonia Room is a much more intimate setting that can accommodate up to 24 guests comfortably.

Our top notch staff is prepared to make your event seamless. At the Carnegie Inn & Spa, we truly customize each event according to your needs and wants so that you and your guests can enjoy the best experience State College has to offer.

Carnegie Inn & Spa
100 Cricklewood Drive
State College, PA 16803
info@carnegieinnandspa.com
814.234.2424

Meeting Spaces

Available Monday-Saturday from 9am-5pm! (A/V Equipment Available – Included in room rental.)

Library

Dimensions:

- 45 feet x 21 feet

Capacity:

- Cocktail Party = 50 guests

Pricing:

- Half Day (4 Hours) Rental \$200
- Full Day (8 Hours) Rental \$400



Dining Room

Dimensions:

- 23 feet x 23 feet

Capacity:

- Dinner = 50 Guests
- Head Table Dinner = 35 Guests
- Classroom = 24 Guests
- Theatre = 50 Guests
- U-Shape = 33 Guests
- Conference = 35 Guests

Pricing:

- Half Day (4 Hours) Rental \$250
- Full Day (8 Hours) Rental \$500



Caledonia Room

Dimensions:

- 22 feet x 14 feet

Capacity:

- Dinner = 16 Guests
- Classroom = 12 Guests
- Theatre = 24 Guests
- Conference = 12 Guests

Pricing:

Half Day (4 Hours) Rental \$150
Full Day (8 Hours) Rental \$300



Hors d'Oeuvres



To be offered during cocktail (half/full) hour -- Minimum of One Dozen and Can Be Ordered by the Dozen

Shrimp Cocktail
\$48.00/dozen

Chicken Sate with Peanut Sauce
\$36.00/dozen

Bruschetta - Grilled Vegetables
\$27.00/dozen

Bacon Wrapped Scallops
\$36.00/dozen

Korean Beef Skewers
\$36.00/dozen

Bruschetta - Poached Chicken and Walnuts
\$27.00/dozen

Mini Crab Cakes
\$42.00/dozen

Poached Scallop and Caviar
\$60.00/dozen

Bruschetta - Crab and Basil Salad
\$48.00/dozen

Lamb Chops
\$60.00/dozen

Bruschetta - Tomato, Mozzarella and Basil
\$27.00/dozen

Bruschetta - Seared Tuna with Lime Cream
\$36.00/dozen

Sausage Stuffed Mushrooms
\$27.00/dozen

Bruschetta - Goat Cheese and Bacon
\$27.00/dozen

Bruschetta - Warm Brie with Apples
\$27.00/dozen

Crispy Brie Dumplings
\$27.00/dozen

Bruschetta - Filet Mignon and Horseradish
\$48.00/dozen

Bruschetta - Foie Gras Mousse with Truffles
\$48.00/dozen

Vegetarian Eggrolls
\$27.00/dozen

Displayed Platters



2 Hours of Service Time - Small Display up to 25 people / Large Display up to 75 people

Fruit Platter

Array of Freshly Sliced Melons, Fruits and Berries
\$125/Small \$350/Large

Cheese Platter

Variety of Imported and Domestic Cheeses
Artisan Breads, and Accompaniments
\$125/Small \$350/Large

Fruit and Cheese Platter

Array of Freshly Sliced Melons, Fruits and Berries
Variety of Imported and Domestic Cheeses
Artisan Breads, and Accompaniments
\$125/Small \$350/Large

Foie Gras Platter

Terrine of Foie Gras with Truffles
\$375 each (One Size – Approx. 2 pounds)

Antipasto/Charcuterie Platter

Variety of Imported and Domestic Cheeses
Olives and Grilled Vegetables
Array of Smoked and Cured Meats
Artisan Breads, and Accompaniments
\$125/Small \$350/Large

Crudités Platter

Vegetables with Dill Sauce
\$125/Small \$350/Large

Smoked Salmon Platter

Dill Sauce and Traditional Garnishes
\$125/Small \$350/Large

Poached Salmon Platter

Poached Salmon with Dill Sauce and Traditional Garnishes
\$125 each (One Size – Approx. 4 pounds)

Please add 6% sales tax and 20% taxable service charge. If you are tax exempt, we need paperwork before event

Refreshments



(2 Hours of Service Time)

Coffee Shop

Fresh Coffee, Decaf, Hot Tea, and Water

\$4.00/person

Pick Me Up Shop

Assorted Sodas, Iced Tea, and Water

\$5.00/person

Snacks



(2 Hours of Service Time)

Sweet Break

Coffee, Decaf, Hot Tea, Water, Soda and Iced Tea

Assorted Cookies and Brownies

\$7.00/person

Energy Break

Coffee, Decaf, Hot Tea, Water, Soda and Iced Tea

Granola Bars and Trail Mix

\$9.00/person

Healthy Break

Coffee, Decaf, Hot Tea, Water, Soda and Iced Tea

Seasonal Vegetables & Dips

Assorted Cheeses & Crackers

\$9.00/person

Breakfast



(2 Hours of Service Time)

Eye Opener

Fresh Coffee, Decaf, Hot Tea, and Water

Assorted Danishes

\$7.25/person

Carnegie Breakfast

Fresh Coffee, Decaf, Hot Tea, and Water

Order off the Made-to-Order Breakfast Menu

\$15.00/person

The Bakery

Fresh Coffee, Decaf, Hot Tea, and Water

Assorted Muffins and Bagels with Butter/Cream Cheese

\$8.00/person

Boxed Lunch



Includes Soda or Water, a Bag of Chips or Apple, a Chocolate Chip Cookie, and One Sandwich.

Turkey and Swiss with Basil Aioli on Wheat Bread
Roast Beef with Horseradish Sauce on Baguette
Ham and Swiss with Honey Mustard on Wheat Bread
\$19.00/person

Luncheon



Price - \$27.00/person – Minimum 12 people. All Entrées Served With Non-Alcoholic Beverages.

Carnegie Salad

Organic Baby Lettuce, Gorgonzola Cheese, Apples, Sugar Roasted Walnuts and Sherry Vinaigrette
Compliment your Salad – Add Grilled Chicken **\$6.00/person** or Grilled Salmon **\$8.00/person**

Caesar Salad

Romaine Lettuce, Brioche croutons, Shaved Parmesan
Compliment your Salad – Add Grilled Chicken **\$6.00/person** or Grilled Salmon **\$8.00/person**

Wild Mushroom and Thyme Soup

Cream and Fresh Herbs with Petit Salad

Vegetable Stir Fry

Roasted Vegetables, Soy-Ginger Sauce, Sushi Rice
Compliment your Stir Fry – Add Chicken **\$6.00/person** or Shrimp **\$8.00/person**

Jumbo Lump Crab Cake

Herb Rémoulade with Garden Salad

A/V Equipment



(Available upon Request – Included in Room Rental)

- LCD Projector Projection Screen
- High Speed Wireless Internet Access
- Flipchart with Pads and Markers
- Audio Visual Cart
- Extension Cords & Power Strips
- 55" Flat Screen Television
- HDMI and Various Cords
- White Board with Markers
- Conference Phone

Event Policies and Procedures

MENUS

All food and beverages consumed at an event must be purchased through the CARNEGIE INN & SPA. Our chef will create a menu especially for the client's event. The menu selected by the client will be indicated on the Banquet Event Order (BEO) and will become a part of this contract. 6% sales tax and 20% gratuity will be added to the final bill.

PAYMENT

Detailed arrangements will be outlined in a Banquet Event Order (BEO) which will be produced upon completion of the menu selection and other details. The balance will be due at the conclusion of the event. Payment may be made with Visa, MasterCard, Discover, American Express, a business check, or cash. Personal checks will not be accepted.

CANCELLATION

If the event is cancelled within fourteen (14) days of the event, the client will be charged 100% of the planned menu cost and all deposits will be forfeited. If your event is cancelled more than fourteen (14) days before of the event, your deposit will be refunded, and no other charges will incur.

ALCOHOL SERVICE

It is the policy of the CARNEGIE INN & SPA to comply with all state and local laws pursuant to alcoholic beverage service, including, but not limited to:

- Persons under 21 years of age are not permitted to consume alcoholic beverages.
- Any persons who are known to be intoxicated will not be served alcoholic beverages.

The client is responsible for assisting the CARNEGIE INN & SPA management in resolving any alcohol related issues involving their guests.

DECORATIONS AND DAMAGES

All decorations that require affixing or attaching to anything must have prior approval of the CARNEGIE INN & SPA. The CARNEGIE INN & SPA is not responsible for any merchandise brought into the inn before an event or left after an event. The client is responsible for damage caused by any of their guests. Client hereby authorizes the CARNEGIE INN & SPA to assess the cost of repairs and agrees to reimburse the CARNEGIE INN & SPA for the costs in their entirety upon receipt.

GUEST GUARANTEE

The CARNEGIE INN & SPA must be notified in writing, of the exact number of guests attending the event, five (5) business days prior to the event. If the CARNEGIE INN & SPA is not notified with a final count, the guaranteed number of guests will become the number indicated on the most current Banquet Event Order (BEO). The count cannot be reduced within five (5) business days of the event. You will be billed for the number of people given on the final count, however, if the actual attendance exceeds your guarantee, you will be charged for the actual attendance. An increase in attendance will be accepted up to 24 hours before the function, provided space and product are available.

Meeting Space & Catered Events Agreement

I, _____ (Print Name), would like to book meeting space at the Carnegie Inn for the following:

EVENT DATE: _____

START TIME: _____

GUEST COUNT: _____

I agree to pay a room rental fee of (circle one):

MEETING SPACE (circle):

Library

Half Day = \$200

Full Day = \$400

Dining Room

Half Day = \$250

Full Day = \$500

Caledonia Room

Half Day = \$150

Full Day = \$300

I agree that the event must be cancelled at least 14 days in advance to receive a full refund. If the event is cancelled less than 14 days before the event date, I agree to be charged 100% of the room rental fee, as well as any food and beverage menus selected for the event.

I agree to notify Carnegie Inn (in writing) within 5 business days of the event to change the guest count. If the count is reduced within 5 business days of the event, I agree to be charged for the stated guaranteed number of guests on the most recent BEO. If actual attendance exceeds this guarantee, I agree to pay per-person price for the actual attendance of the event.

I have read the Carnegie Inn Event Policies and Procedures, and agree to all terms.

Signature (Event Client)

Date

Signature (Dining Room Manager)

Date