

Private Dining



Ladan Golposhan

Contact

Tuesday-Saturday

Call between 1:30-4:30

Chef Sean Cavanaugh, Chef Michael Carson, and Event Coordinator Ladan Golposhan bring their passion for whole, sustainable food and dining experience to the farm-rich, culture-rich, proudly historic city of Lancaster, Pennsylvania. Share in their commitment while dining on food from small, family-owned farms where animals are pastured void of antibiotics, hormones, and steroids; where produce is fresh and chemical free, and only used in season. It may be hard to remember all these fine details after the intense experience of your first bite lifts you to pure bliss. John J. Jeffries offers a continuously changing seasonal menu and impeccable service that will leave you impressed at the end of every visit. Parties and private functions enjoy the niceties of fresh farm-to-table food with customizable seasonal menu choices. Enjoy this service in an intimate setting where the John J. Jeffries team provides a functional environment for you and your guests to enjoy a dining experience fully.

Thank you for choosing John J. Jeffries for your special event. Attached, please find our private party policies and menu guidelines. At John J. Jeffries, parties of 10 guests or more are booked according to our private party terms and conditions.

Private-party email inquiries are accepted at ladan@johnjeffries.com.

To request pricing for private party packages, please complete the "Private Event Inquiry" form located under the Private Parties tab on our website at johnjeffries.com.

FACILITIES

BLANCHE NEVIN ROOM

Seats 60 people maximum.

This room is recommended for groups of over 20 people i.e., rehearsal dinners, bridal showers, anniversary events, pharmaceuticals, or business dinners, etc.

For a reception/flow-style event, adding the Terrace to your Blanche Nevin Room booking is recommended for a cocktail hour before your dinner (weather permitting). There will not be an additional room fee to add to the Terrace for this hour. A flow-style event can accommodate 160 people.

The Nevin Room has rectangular tables only, and they are provided with appropriate double white tablecloths, table settings, and centerpieces. The centerpieces are decorated with clear glass votive candles. For any additional decorations, please coordinate with the event coordinator or restaurant manager to access the room before the event time. A half-page preprinted menu, based on your final menu decisions, will be at each place setting.

Depending on the event, the Nevin Room marble table can be used as a gift table or display. Other gift tables can be provided by the restaurant.

*(\$200 room fee) **

TERRACE (WEATHER PERMITTING)

Seats 70 people maximum

NOT weatherproof. A reservation for the Blanche Nevin room is required for a Terrace reservation in case of inclement weather. The Terrace can be used as the sole room for an event (weather permitting); however, we recommend booking the Terrace as an add-on to the Nevin Room. In this scenario, the Terrace can be used for a cocktail hour for guests to mingle before dinner is served in the Nevin Room (see Nevin Room Section above).

*(\$200 room fee for the Nevin Room is required, this fee is not waived if the Nevin room is not utilized) **

FRONT DINING ROOM

Seats 24 people maximum

This area is a semi-private dining room. This dining room would be ideal for intimate social gatherings i.e., birthdays, anniversaries, and bridal showers.

WHOLE RESTAURANT

To book the entirety of the John J. Jeffries Restaurant, please contact the event coordinator, Ladan Golposhan, during her business hours listed on the first page of this document. A buyout price will depend on factors including, but not limited to, the date and time of the event, the number of guests attending, and the day of the week on which the event will land.

LAH ART GALLERY

Seats 20 people

This room is highly recommended for business dinners and pharmaceutical events. The LAH Art Gallery is a boardroom-style seating room with audio-visual available upon request. While audio-visuals are being used for presentations, the Art Gallery can seat a maximum of 19 people, please keep this in mind when making your reservation. The boardroom-style table is provided with table settings and clear glass votive candles. For any additional decorations, please coordinate with the event coordinator or restaurant manager to access the room before the event time. A half-page preprinted menu, based on your final menu decisions, will be at each place setting.

Please contact the event coordinator, Ladan Golposhan, to inquire about the audio-visual equipment being provided for your event.

\$50 per screen (+6% PA Sales Tax)

\$50 per projector (+6% PA Sales Tax)

*Information regarding room rental fees

The maximum reservation fee for a booking is \$200; examples listed below.

Booking for Nevin Room- \$200 room rental fee

Booking for Terrace (which includes the Nevin room in case of inclement weather)- \$200 room rental fee.

Booking for Nevin Room with Terrace added for cocktail hour- \$200 room rental fee.

Booking for the Front Dining Room is \$200

The room rental fee for the LAH Gallery Room or the Nevin Room can be waived with a booking of three Lancaster Arts Hotel Room nights. The three nights can be either of the two options:

One room for three nights OR three separate rooms on the same night

DEPOSITS AND OTHER CHARGES

An event will not be confirmed until the event coordinator has received a signed contract and credit card information.

Upon receipt of this information, the event coordinator will send you an email confirmation for your event.

At the end of the function at John J. Jeffries, the payment of the event balance is required.

All charges are subject to 6% PA state tax.

Events are subject to a service charge of the greater of either 20% of total food and beverage OR \$120 per server (except for all-inclusive packages).

In case an event needs to be canceled, the following is the protocol:

If the event is canceled more than 30 days in advance, there will be no cancellation fee.

If the event is canceled within 30-11 days of the day of the event, \$100 will be charged to the credit card provided at the time of event confirmation.

If the event is canceled within 10 days or less to the day of the event, there will be a full charge of the event cost and the room rental fee to the credit card.

GUARANTEES

The final guaranteed number of guests for all functions must be confirmed and guaranteed 5 business days before the event. This information is critical to ensure that we can meet your needs. Once received, this number will be considered a guarantee and is not subject to reduction. The number of guests is allowed to increase after the guaranteed number is confirmed. We will charge you for your guaranteed number of guests, or the actual number of guests, whichever is greater.

COCKTAILS AND BEVERAGE SERVICE

Cocktails, beer, and wine by the glass, as well as all non-alcoholic beverages, are charged on a per-drink-consumed basis. Wine and champagne by the bottle are also available and are charged on a per-bottle basis. The wine lists and beer lists do change periodically according to availability, please visit www.johnjeffries.com for an updated list with pricing.

Our in-house triple-filtered water is included with your reservation. Hot tea, French pressed coffee, and iced tea are included with meals per guest request.

Specialty coffee beverages such as espressos, cappuccinos, and lattes, are available and are charged on a per-consumption basis.

AUDIO-VISUAL

Audio-Visual services are available upon request for the Blanche Nevin Room or the LAH Art Gallery.

Audio-Visual services can include the following:

A 60"x60" Tripod Screen, LCD Projector, and extension cords.

There is a TV available free of cost in the Blanche Nevin Room, you are responsible for bringing the appropriate equipment needed to use the TV. i.e., HDMI cords, etc.

AV fees:

\$50 per screen (+6% PA Sales Tax)

\$50 per projector (+6% PA Sales Tax)

PARKING

Free parking in Lancaster Arts Hotel Garage on the first or second floor. To get into the second-floor garage, you must come through the courtyard and stay to the left where you will see a traffic light at the garage entrance. It is a one-lane garage so be sure to pay attention to this light. To get down, pedestrians must take the ramp as well. Parking is also available in the Champion Forge Center parking lot behind the garage. This parking is free to all.

CHILDREN

Children are not permitted to use the Terrace, Dining Room, Bar Area, Front Dining Room, or the Hotel Lobby as a play area and should be supervised by a responsible adult who is aware of their surroundings and courteous to others. The Lancaster Arts Hotel can offer two highchairs. We do not offer a kid's menu; however, we offer our meatballs with risotto and dessert.

If, for any reason, your children need to be fed during the salad course, please let your server know so we can accommodate you.

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