



# *Lobby's*

TRUTH

COCKTAILS

*Private Party  
Information*





**IGBY'S OFFERS A UNIQUE AND CONTEMPORARY  
BACKDROP FOR YOUR NEXT PRIVATE EVENT**

- |                |                      |
|----------------|----------------------|
| BIRTHDAY       | HOLIDAY              |
| GRADUATION     | HAPPY HOUR           |
| ANNIVERSARY    | ENTERTAINING CLIENTS |
| COCKTAIL PARTY | RECEPTION            |







## THE PARLOR ROOM

THE PARLOR ROOM IS LOCATED AT THE BACK OF THE MAIN FLOOR OF IGBY'S. THIS SPACE CAN ACCOMMODATE UP TO 30 PEOPLE. THE PARLOR ROOM INCLUDES A TABLE WITH SEATING FOR 8-10 GUESTS, BANQUETTE SEATING, AND 1 TV. A DESIGNATED SERVER WILL BE AVAILABLE TO TAKE DRINK ORDERS FOR THE PARTY.





## THE SNUG ROOM

COMPLETE WITH ITS OWN FULLY STOCKED BAR, HEATED BALCONY, AND FIREPLACE, YOUR GUESTS WILL FEEL AT HOME IN THIS COZY, LUXURIOUS ROOM. THIS SECOND-FLOOR SPACE CAN ACCOMMODATE UP TO 70 GUESTS.





## THE MEZZANINE

OUR THIRD-FLOOR SPACE IS THE EPITOME OF SECLUSION. ONLY ACCESSIBLE BY ELEVATOR, THIS ROOM INCLUDES A LARGE TV WITH AN HDMI PORT, MODULAR FURNITURE, PRIVATE RESTROOM, MOBILE BAR, AND VIEW OF THE ENTIRE BAR BELOW. THIS ROOM CAN ACCOMMODATE UP TO 30 GUESTS. AVAILABILITY OF THE MEZZANINE ROOM MAY BE LIMITED DURING CERTAIN DATES AND TIMES. PLEASE INQUIRE FOR MORE DETAILS.





# Bar Options

WITH SEVERAL OPTIONS TO CHOOSE FROM, WE CAN CUSTOMIZE A DRINK PACKAGE TO FIT THE NEEDS OF YOUR PARTY!

## INDIVIDUAL TABS

GUESTS OPEN THEIR OWN TAB AND/OR PAY AS THEY GO. ALL INDIVIDUAL BAR TABS WILL APPLY TO THE BAR SPENDING MINIMUM. GUESTS WILL

## GROUP TAB

THERE ARE SEVERAL DIFFERENT OPTIONS TO RUNNING A GROUP TAB FOR YOUR PARTY:

- ✿ **OPEN BAR:** RUN A GROUP TAB FOR THE ENTIRE PARTY.
- ✿ **OPEN BAR WITH EXCEPTIONS:** RUN A GROUP TAB CUSTOMIZED TO INCLUDE OR EXCLUDE CERTAIN DRINKS (EX. NO SHOTS OR TOP-SHELF LIQUOR). IF A GUEST WANTS A DRINK THAT IS EXCLUDED, THEY MAY PURCHASE IT ON THEIR OWN INDIVIDUAL TAB. ALL TABS WILL APPLY TO THE BAR SPENDING MINIMUM.
- ✿ **RUN A GROUP TAB FOR A CERTAIN PERIOD OF TIME:** (EX. THE FIRST 2 HOURS). AFTER THE SPECIFIED TIME, THE PARTY WILL SWITCH TO INDIVIDUAL TABS. ALL TABS WILL APPLY TO THE BAR SPENDING MINIMUM.
- ✿ **RUN A GROUP TAB UP TO A CERTAIN AMOUNT:** (EX. THE FIRST \$300). ONCE THE GROUP TAB HITS THE SPECIFIED AMOUNT THE PARTY WILL SWITCH TO INDIVIDUAL TABS. ALL TABS WILL APPLY TO THE BAR SPENDING MINIMUM.
- ✿ **USE OF DRINK TICKETS TO BE APPLIED TO GROUP TAB:** (EX. EACH GUEST RECEIVES 1 DRINK TICKET TO PURCHASE BEER, WINE, OR WELL LIQUOR.)



# Planning Info

THERE ARE SPENDING MINIMUMS ASSOCIATED WITH RESERVING A PRIVATE ROOM AT IGBY'S. SPENDING MINIMUMS ARE SUBJECT TO CHANGE BASED ON THE DETAILS OF THE PARTY AND THE TIME OF YEAR.

## SPENDING MINIMUMS

**THE PARLOR ROOM:** THERE IS A \$300 BAR SPENDING MINIMUM TO RESERVE THE PARLOR ROOM MONDAY - THURSDAY DURING NORMAL OPERATING HOURS. THERE IS A \$500 BAR SPENDING MINIMUM TO RESERVE THE PARLOR ROOM FRIDAY - SATURDAY DURING NORMAL OPERATING HOURS. THE SPENDING MINIMUM IS BASED ON A MAXIMUM 4-HOUR TIMEFRAME.

**THE SNUG ROOM:** THERE IS AN \$800 BAR SPENDING MINIMUM TO RESERVE THE SNUG ROOM MONDAY - THURSDAY DURING NORMAL OPERATING HOURS. THERE IS A \$1,000 BAR SPENDING MINIMUM TO RESERVE THE SNUG ROOM FRIDAY - SATURDAY UNTIL 10PM. PLEASE INQUIRE FOR DETAILS IF YOU ARE INTERESTED IN RESERVING THE SNUG ROOM AFTER 10PM ON A FRIDAY OR SATURDAY NIGHT. THE SPENDING MINIMUM IS BASED ON A MAXIMUM 4-HOUR TIMEFRAME.

**THE MEZZANINE:** THERE IS A \$400 BAR SPENDING MINIMUM TO RESERVE THE MEZZANINE MONDAY - THURSDAY DURING NORMAL OPERATING HOURS. THERE IS AN \$800 BAR SPENDING MINIMUM TO RESERVE THE MEZZANINE FRIDAY - SATURDAY DURING NORMAL OPERATING HOURS. THE SPENDING MINIMUM IS BASED ON A MAXIMUM 4-HOUR TIMEFRAME. PLEASE NOTE THAT AVAILABILITY OF THE MEZZANINE MAY BE LIMITED. INQUIRE FOR ADDITIONAL DETAILS.

## FOOD / CATERING

IGBY'S DOES NOT SERVE FOOD, HOWEVER, WE DO ALLOW FOOD/CATERING TO BE BROUGHT IN FOR A \$50 OUTSIDE CATERING FEE. THIS INCLUDES IGBY'S PROVIDING A FOLDING TABLE(S) WITH A LINEN TO PLACE THE FOOD ON. THE OUTSIDE CATERING FEE WILL BE WAIVED IF YOU CHOOSE TO CATER WITH ONE OF OUR PREFERRED VENDORS: KEYSTONE'S MAC SHACK OR THUNDERDOME RESTAURANT GROUP (BAKERSFIELD, CITYBIRD, CURRITO, AND THE EAGLE). PARTIES ARE WELCOME TO BRING IN SMALL SNACKS AND DESSERT FOR NO FEE.

## DECORATIONS / SETUP

PARTIES ARE WELCOME TO DECORATE HOWEVER THEY'D LIKE, WE JUST ASK FOR NO GLITTER OR CONFETTI OF ANY KIND. PARTY HOSTS OR A DESIGNATED GUEST CAN ARRIVE PRIOR TO THE EVENT START TIME TO DECORATE/SET-UP, IF NEEDED.

## MUSIC

PARTIES ARE NOT ABLE TO PLAY THEIR OWN MUSIC, HOWEVER, THERE WILL BE MUSIC PLAYING THROUGHOUT THE ENTIRE BAR. MUSIC SELECTIONS AND VOLUME WILL BE SET BY THE STAFF. IGBY'S DOES NOT ALLOW DJS OR LIVE MUSIC FOR PARTIES.



# Planning Info

## CONFIRMATIONS

A DIGITAL CONTRACT AND CARD ON FILE IS REQUIRED TO SECURE THE SPACE. THERE IS NO CHARGE OR HOLD ON THE CARD UNLESS THERE IS A LATE CANCELLATION OR DAMAGES. ANY DAMAGES INCURRED DURING THE PARTY WILL BE CHARGED TO THE CARD ON FILE AND YOU WILL BE NOTIFIED OF THE CHARGES. IF YOUR PARTY FAILS TO MEET THE BAR SPENDING MINIMUM, THE REMAINING DIFFERENCE MAY BE ADDED TO THE CARD ON FILE.

## CANCELLATION POLICY

A \$100 CANCELLATION FEE WILL BE APPLIED IF WE ARE NOT GIVEN A 14-DAY NOTICE OF CANCELLATION.

## NO-SHOW POLICY

A \$300 NO-SHOW FEE WILL BE APPLIED IF YOUR ENTIRE PARTY FAILS TO SHOW UP WITHOUT CANCELLING FIRST.

## METHODS OF PAYMENT

PAYMENT IS DUE IMMEDIATELY UPON COMPLETION OF FUNCTION. WE ACCEPT CASH, MASTERCARD, VISA, DISCOVER, AND AMERICAN EXPRESS. WE CANNOT ACCEPT PAYMENT BEFORE YOUR EVENT.

## TAX & GRATUITIES

ALL BEVERAGE PRICES ARE SUBJECT TO A STATE SALES TAX. THERE IS NO AUTOMATIC GRATUITY ADDED TO ANY BEVERAGE SALES. WE SUGGEST LEAVING A 20% GRATUITY FOR THE STAFF WORKING YOUR EVENT.





AT IGBY'S, OUR GOAL IS TO MAKE THE PLANNING OF YOUR EVENT AS EASY AND ENJOYABLE AS POSSIBLE! PLEASE INFORM OUR SALES STAFF OF ANY NEED IN FINDING DÉCOR, TRANSPORTATION, AV EQUIPMENT, DJs, BANDS, PHOTOGRAPHERS, FLORISTS OR ANY OTHER OUTSIDE SERVICE WE ARE HAPPY TO RECOMMEND ONE OF OUR PREFERRED VENDORS TO HELP MAKE YOUR PARTY PERFECT. IF THERE IS SOMETHING IN THIS PACKET YOU DON'T SEE, JUST LET US KNOW!

### **IGBY'S IS LOCATED AT**

122 E. 6TH STREET  
CINCINNATI, OH 45202  
513-246-4396  
WWW.IGBYSBAR.COM

TO RESERVE A PRIVATE ROOM, PLEASE CONTACT OUR PRIVATE PARTY SALES MANAGER AND MENTION IGBY'S, OR SUBMIT AN INQUIRY ONLINE.

513-721-0083 X1023 (OFFICE)

WWW.IGBYSBAR.COM/PRIVATE-PARTIES

EVENTS@FOUREG.COM

WWW.FOUREG.COM



LAST REVISED: 10/10/23