



THE DUKE MANSION

Historic Inn & Meeting Place

The Lynnwood Foundation, a nonprofit, maintains and preserves
The Duke Mansion, and created and operates The Lee Institute.
400 Hermitage Road, Charlotte, NC 28207
Tel: 704.714.4400 Fax 704.714.4435
dukemansion@tlwf.org www.dukemansion.com

FAQS ABOUT SPECIAL EVENTS AT THE DUKE MANSION

I have chosen the date for my event, what happens next?

Your Duke Mansion Catering Manager will send you a contract to confirm that the date is reserved for your event. The contract will require your signature, as well as an advance deposit for your event. Before signing and returning the contract, please review the contract carefully to be sure that all of the details are correct.

How much is the advance deposit and when is it due?

Advance deposits vary for each event and are calculated based on the estimated revenue of the event. The amount of the deposit and the due date will be included in your contract. For information regarding the deposit amount for your event, please contact your Catering Manager.

What can The Duke Mansion offer as Food and Beverage services?

Executive Chef Terrance Kelly and his culinary team create contemporary menus that reflect some traditional southern flair. Private breakfasts, lunches, dinners and receptions can be arranged through the sales department for your social or business group. For leisure guests, cooked-to-order breakfast is available each morning.

When do I need to confirm food and beverage plans?

Your Catering Manager will assist you with the menu planning and can offer menu suggestions that would be appropriate for your event. All food and beverage must be confirmed no later than 21 days prior to your event.

Can I provide my own food and beverage?

No, all food and beverage must be provided by our culinary staff, led by Executive Chef Terrance Kelly.

What is an Estate Fee?

The Estate Fee, or room rental fee, covers the cost of providing the equipment necessary for your event, and the staff necessary to set up and break down the event. This fee enables us to provide the following items as well including: chairs, tables, house linen (tablecloths, skirting, napkins), silverware, glassware, china, votive candles, and heating/cooling in the room. Dance floors, staging, specialty linens, centerpieces, valet, tenting, etc. are not included in the estate fee, but can be arranged by your Catering Manager for an additional cost.

When do I need to confirm the number of guests?

The number of attendees is called the "guarantee" number and it is due three business days prior to your event. The Mansion staff will set the room, and prepare food, for the guaranteed number of guests. Final charges are also based on the final guaranteed number of attendees; if the number of guests increases, you will be charged accordingly.

Can I have amplified music at my event?

Yes, amplified music is permitted inside the Mansion with advance approval from your Catering Manager. Since The Duke Mansion is a bed and breakfast facility, all amplified music during evening events must conclude by 11:00 pm if your group contracts for the seven sleeping rooms located on the 2nd floor. Amplified music is not permitted on the outside grounds, but un-amplified music is permissible.

Will there be other events taking place in the Mansion during my event?

Yes. The Duke Mansion has four rooms that are suitable for meetings and special events, as well as 20 guest rooms for bed and breakfast guests. Therefore, it is likely that other guests will be in the Mansion during your event. If you are interested in a "Privacy Rental", please ask your Catering Manager.

When arriving for the event, where do my guests park?

Since onsite parking is limited and street parking is prohibited, valet service will be required for most special events. This cost is shared by all events in the Mansion during any given time period. Your Catering Manager can estimate this expense and will include it on your contract. If for any reason valet service is not needed, this fee will be waived.

When is the final payment for my event due?

Final payment is based on the estimated charges and is due seventy-two hours prior to the event. Personal checks are not accepted for final payment. Any additional charges incurred on the day of the event must be paid at the conclusion of the event.

STAY. CELEBRATE. MEET. RELAX.
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Can you tell me about The Duke Mansion's History?

The Duke Mansion was built in 1915, it was once the family home of James Buchanan Duke, whose legacies in the Carolinas include Duke University, the Duke Endowment and Duke Power Company (now known as Duke Energy). The Mansion is approximately 32,000 square feet and sits on 4.5 acres of lush gardens and grounds.

Where is it located?

Nestled among the oaks of Myers Park, it is one of Charlotte's oldest and most prestigious neighborhoods.

The Duke Mansion is:

- Two miles from uptown Charlotte
- Ten miles from Charlotte-Douglas International Airport
- Two and a half miles from Bank of America Stadium
- Two miles from Spectrum Center

Can my guests spend the night in the Mansion?

Of course! As a bed and breakfast, The Mansion offers 20 well-appointed guest rooms which may be reserved through your Catering Manager based on availability. Rates range from \$209 to \$379, plus applicable taxes, and include breakfast for two. A minimum of five rooms must be booked to qualify for group rates.

What are the overnight accommodations at The Duke Mansion?

The Duke Mansion offers twenty luxurious guestrooms. Residential in their décor and well appointed with beautiful artwork and furnishings, the rooms offer a breathtaking image of what it was like to be a member of the prestigious Duke family. Among the amenities:

- Telephones with personal voicemail
- Data port at work desk
- Flat Screen Television with DVD and remote control
- Nightly turn-down service
- Daily newspaper
- Frette bathrobe
- Hairdryers in each bath

What are my options for Meetings and Events?

The Duke Mansion offers several choices of meeting and event space.

Levine Living Room/Solarium

\$1,800 evening
\$1,000 daytime

A beautiful room which opens to a lush garden terrace.

- 1456 Square Feet
- 13' ceiling
- Fireplace
- Ceiling Mounted LCD Projector
- Sound System
- Round table, U-Shape and other seating styles available for meetings and events

Adjoining the Living Room through two sets of French doors, the Solarium is perfect for a working lunch or pre-dinner cocktails.

- Glass enclosed room
- Dramatic black and white marbled floors
- Fireplace
- Borders and has access to a garden terrace on one side

Ray Dining Room

\$1,000 evening
\$500 daytime

Very intimate, with a sparkling chandelier in the center of the room.

- 832 square feet
- Opens to a screened porch and courtyard, perfect for event reception or lunch
- Sound system
- Accommodates groups of 50 or less

Dickson Boardroom - \$400 per day

A Contemporary meeting place in a historical setting.

- 528 square feet
- Traditional boardroom table seating 14
- Located on the second floor, the Boardroom opens to a large screened porch

Lineberger Library - \$300 per day

A cozy room located just off the main lobby has an inviting seating area and rich, brown fabric covered walls.

- Fireplace
- Floor-to-ceiling bookshelves
- Perfect for groups of 12 or less