



THE DUKE MANSION

2023 EVENT GUIDE

400 Hermitage Road
Charlotte, NC 28207
Tel: (704) 714-4400
dukemansion.com



ABOUT US

Built in 1915 and tripled by its most famous owner James Buchanan Duke, The Duke Mansion has been home and host to leaders of the 20th century. Duke's most lasting legacies, including Duke University, Duke Energy and the Duke Endowment, took shape at the home. Listed on the National Register of Historic Places, the Mansion is operated as a nonprofit with all proceeds being used to preserve and protect this community treasure.

IT'S MORE THAN A EVENT. IT'S A HISTORIC MOMENT!

No matter the size an event at The Duke Mansion is a moment that will last a lifetime in the memories of those who are gathered at your celebration. And what better place to host such a life's special occasions than a setting with all of the history of The Duke Mansion. Nestled among the oaks of Myers Park, it is one of Charlotte's oldest and most prestigious neighborhoods.

FREQUENTLY ASKED QUESTIONS

BOOKING PROCESS

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

Once you establish a date, The Duke Mansion will provide you with a formal contract that outlines your event times, location(s) on property and deposit schedules. The contract will require your signature, an advance deposit for your event, as well as a credit card on file. Once we have received the signed contract, paid deposit and completed credit card authorization form, your event date will be guaranteed by The Duke Mansion.

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 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 include the following items: chairs, tables, house linen, 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.



FREQUENTLY ASKED QUESTIONS

FOOD & BEVERAGE DETAILS

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 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 a tasting of the menu be scheduled in advanced?

Private menu tastings may be contracted and scheduled at an additional cost based on the Chef's availability. These tastings may only take place during the weekday. If you need to schedule a private tasting, please contact your Catering Manager for further pricing information.



FREQUENTLY ASKED QUESTIONS

FOOD & BEVERAGE DETAILS

When do I need to confirm the number of guests?

The number of attendees is called the “guarantee” number and it is due five 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.

Is there a fee for bartenders or other staff members?

Yes, the following staffing fees may apply:

- Bartenders: \$100 each
 - 1 Bartender Per 75 guests
- Butler Passers: \$45 each

Do you have a different price for vendor meals?

Our culinary team will prepare hot meals for \$35 per vendor (plus tax and service charge). Vendors are not allowed to drink alcoholic beverages while working at The Duke Mansion. We require vendor meals for any event vendor that is on property for more than 6 hours. (Example: wedding planner, photographers, DJs, etc.)

Do you have a different price for kid's meals?

Yes, we offer kid's meals for guests 12 years and younger. This meal includes a seasonal fresh fruit cup, entree, dessert and unlimited non-alcoholic beverages. Ask your Catering Manager for menu options and pricing.



FREQUENTLY ASKED QUESTIONS

EVENT SERVICES

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

Since on-site parking is limited and street parking is prohibited, valet services will be required for most special events. We budget \$40 per valet attendant per hour, with 1 valet per 8-10 cars. There is a valet minimum of 2 attendants and a minimum of 3 hours. Shuttle transportation and guests carpooling is a great way to help reduce this cost. If for any reason valet service is not needed, this fee will be waived.

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

Yes, The Duke Mansion has 4 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 contact your Catering Manager.

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 10:00pm Sunday through Thursday or 11:00 pm Friday through Saturday. Amplified music is not permitted on the outside grounds, but un-amplified music is permissible.



FREQUENTLY ASKED QUESTIONS

EVENT SERVICES

Do I rent upgraded table linens, lighting, etc. through The Duke Mansion?

We would encourage you to rent these items through your Catering Manager. We have access to a wide selection of linen companies, lighting technicians, sound engineers and furniture / equipment rentals in the Charlotte area. Our relationships with vendors and knowledge of the venue make this process much easier for you.

Is smoking permitted at the mansion?

The Duke Mansion allows smoking outside in the designated smoking areas. A \$250 smoking fee will apply if you or your guests smoke inside or on screened porches.

Do you have a preferred vendor list?

We are pleased to recommend any number of vendors and provide you with our preferred vendor list. It is our preference to work with our preferred and recommended vendors. By forging a relationship with these vendors, The Duke Mansion can ensure both exceptional quality and value.

All vendors you choose that are not on the mansion's preferred vendor list must be approved by your Catering Manager in advance. Vendors are all required to provide The Duke Mansion with a Certificate of Liability 72 hours prior to the event.



FREQUENTLY ASKED QUESTIONS

RENTAL SPACES

Rental fees are based on the room type and timing of your event.

Levine Living Room & Solarium

A beautiful room which opens to a lush garden terrace.

- 1,456 Square Feet
- 13' Ceiling
- Fireplace
- Ceiling Mounted LCD Projector
- Sound System
- Round table, U-Shape & other seating styles are available for meetings & events



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

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



FREQUENTLY ASKED QUESTIONS

RENTAL SPACES

Ray Dining Room

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

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



FREQUENTLY ASKED QUESTIONS

RENTAL SPACES

Dickson Boardroom

A Contemporary meeting place in a historical setting.

- 528 Square Feet
- Traditional boardroom table
- Accommodates groups of 15 or less
- Located on the second floor, the Boardroom opens to a large screened porch



Lineberger Library

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
- Accommodates groups of 12 or less



FREQUENTLY ASKED QUESTIONS

OVERNIGHT GUEST ROOMS

Can my guests spend the night at The Duke 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.

Will I need to sign a contract?

Yes, to receive the discounted group room rate, and to guarantee room availability, a signed agreement will be required.

What are the overnight accommodations at The Duke Mansion?

The Duke Mansion offers 20 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



MEET OUR TEAM



KELLI TADDONIO



Director of Sales &
Events

ktaddonio@dukemansion.org



KATIE CAMPBELL



Senior Sales & Events
Manager

kcampbell@dukemansion.org



KAITLYN HUTZEL



Catering Sales & Events
Manager

khutzel@dukemansion.org