

Welcome To

*The VanLandingham Estate
Inn and Conference Center*

Thank you for considering the VanLandingham Estate Inn & Conference Center for your very special occasion. Whether you are visiting our Estate for business or leisure, we offer you a unique opportunity to step out of the mainstream and into an environment of urban sophistication. Bringing together convenient location, modern facilities and personalized service, the VanLandingham Estate is designed to make your time with us a truly memorable experience.

This information has been prepared to provide you with the information necessary to make your event at the VanLandingham Estate as convenient as possible. For guests who are considering us for the first time, this information will help you take full advantage of our services and facilities. For our many returning clients, the information contained in this guide will help keep you updated as we continue to improve and enhance our services.

Charlotte is a beautiful and lively city with many choices for meetings, retreats, and galas. We are honored that you are considering us. Please feel free to consult any member of our staff with questions you may have.

Thank you again for considering the VanLandingham Estate. We hope to hear from you soon!

Sincerely,

The Management & Staff of The VanLandingham Estate

The VanLandingham Estate

GENERAL INFORMATION

Welcome and thank you for considering The VanLandingham Estate for your Bridal Luncheon. The VanLandingham Estate offers a unique opportunity to step out of the mainstream and into an environment of urban sophistication. Bringing together convenient location, modern facilities and personalized service, everything we do at The VanLandingham Estate is designed to make your time with us a truly memorable experience.

PAYMENTS & CANCELLATIONS

An Estate Fee is required for all social events and private parties to hold space for the scheduled event. This payment is for your date and time. The VanLandingham (VLE) generally stays booked at least one year in advance; therefore, we recommend securing your space as soon as you are sure the Estate is your choice. A credit card imprint is required with a signed contract, in lieu of a damage deposit. Final balance will be due fourteen (14) days prior to the event. **The VanLandingham Estate gladly accepts Visa, MasterCard and American Express. However, all of our prices reflect a 3% cash discount and presume that you'll be paying by check or cash. In the event you elect to pay with a credit card, we would need to physically swipe that card at time of payment and also charge a convenience fee of 3% of the total amount of the transaction.**

In case of cancellation, Estate Fees are non-refundable.

GUARANTEES

The exact guest count will be finalized and paid no later than seventeen (17) days prior to the event. This minimum number of guests will be considered a guarantee for which you will be billed. An increase in the guaranteed attendance will be accepted up to 24 hours before the function. The Estate will prepare for the number of guests guaranteed only, we will not prepare for any percentage over the guarantee.

FOOD & BEVERAGE

The VLE will cater all the food and beverage for your event. Final menu selection is due no later than twenty-one (21) days prior to the function. Custom menu items may be provided for the client and prepared by the VLE, with the approval of the chef. The minimum food cost per guest begins at seventeen dollars (\$17.00). The North Carolina Alcoholic Beverage Commission regulates the sale and service of all alcoholic beverages. Therefore, all alcoholic beverages will be supplied and serviced by the VLE. Services will be provided on a flat rate basis per guest, per hour for our bars.

GUEST MINIMUMS • ACCOMMODATIONS

The VanLandingham Estate can comfortably accommodate 1000 guests in fair weather & 250 using the interior of the Estate. During our busy months, VLE places certain minimum guest guarantees on securing certain areas of the Estate.

SERVICE CHARGE & TAX

There will be a service charge of twenty-two percent (22%) on all food, beverage, rentals, ceremony and set-up fees. This service charge includes all service personnel, event planning, setup, cleanup, cake cutting and any other services required with your event. Additional gratuity is not expected. Applicable taxes on all food, beverage, rentals and service charge will apply. There is a \$100 fee for any attended stations such as a carver, pasta server, or bartender.

The VanLandingham Estate

GENERAL INFORMATION (CONTINUED)

MULTIPLE ENTREES

If multiple entrees are requested for seated dinners, the following stipulations will apply:

1. Multiple entrees will be limited to two (2) selections, not including requests for vegetarian entrees.
2. If there is a price difference between the two entrees, the higher price will be charged for all entrees.
3. Normal guarantee procedure is required with indications for each entrée.
4. Some form of indication is required by the client for the guest tables, i.e. coded nametags.

LODGING ACCOMMODATIONS

The VanLandingham Estate has nine guest rooms and can host 18 to 24 guests overnight. The rooms range in price from \$125 to \$199. If you agree to rent all of the rooms, the Estate will offer you a discount rate of \$140 per room, with breakfast included based on double occupancy. If you rent five (5) rooms in the main house, the Estate will offer you a discounted rate of \$150 per room. Lodging Assignment Sheets must be completed and turned into your event planner Fourteen days prior to check-in. It will be the responsibility of the client to pay for any guest room held by VLE for your party if notice of cancellation is not received forty-five (45) days prior to the event date.

RESTRICTIONS AND OBLIGATIONS

1. Events are limited to a four-hour period. Additional hours incur additional per hour labor charge.
2. Evening receptions involving loud music must rent the entire Main House and guest rooms.
3. Leftover food items, not including wedding cake, may not be removed from VLE property due to insurance restrictions.
4. VLE has a limited number of vendors who are permitted to provide services in conjunction with VLE events. Our Exclusive Relationships insure that both the client's needs and the Estate's quality expectations are likely to be met. No other vendors are allowed to work on VLE property..
5. No amplified music will be permitted outside.

LIABILITY

The VLE is not responsible for damage to or loss of items left on the property prior to or following any function. The customer is responsible and shall reimburse VLE for any damage, loss or liability incurred by VLE due to negligence of the client, the client's guests or any persons or organizations contracted by the client to provide goods or services before, during or after an event.

The VanLandingham Estate Inn and Conference Center

BRIDAL LUNCHEONS MONDAY THROUGH FRIDAY

GRAND ENTERTAINING

Whatever the occasion, The VanLandingham Estate is just the place for opulent, festive and decidedly fresh entertaining. From picnics to social events, the main house and gardens cater to your every need. The main house of the Estate, Harwood, contains the Living Room, Dining Room and Solarium. With the addition of the Garden Room, The Estate can accommodate receptions for up to 350 and seated dinners for up to 200 guests in the gardens.

Harwood

\$325

Harwood, the Main House, includes the Living Room for meeting space and Dining Room for lunch plus outside patio and garden areas for break-out sessions or relaxing lunch during nice weather. The Harwood has High Speed Internet access.

The Garden Room

\$425

Located adjacent to the main house, this 1275 square foot private and elegant room overlooks our beautiful landscaped gardens. The Garden Room has large mullioned windows and skylights that reflect all the light you need to focus a productive meeting. The room can accommodate up to 80 guests for business meetings and 100 for seated dinners. The Garden Room is a perfect setting for all your meetings and special occasions. The Garden Room is equipped with High Speed Internet access and cordless microphone.

The Carriage House Verandah

\$225

Suitable for 8 guests or less. Enjoy the seclusion of the Carriage House that includes an enclosed sun porch with sofa and chairs and a dining table for four with a patio with outdoor gas fireplace for your breakfast, lunch or breaks. The Carriage house Verandah is equipped with High Speed Internet access.

Oculus

\$225

The Orangery, a working French-style greenhouse, sits on a knoll overlooking the historic lily pond. French doors open to allow for ample cross ventilation and wonderful aromas from the nearby herb gardens. Just relax or conduct your business at a beautiful teak table that seats up to 12 guests. Oculus can also accommodate up to 18 guests conference style or 24 for a seated meal.

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SOUTHERN COMFORT PLATE LUNCH ENTREES

This menu offers one entrée, any two sides, one bread, one dessert, iced tea & coffee
\$18.95

ENTREES (Please select ONE)

Poultry

Herbed Baked Chicken Breast
Roasted Turkey Breast
Chicken Pot Pie
Almond Chicken Salad
Smothered Chicken Breast with Gravy
Chicken & Dumplings
Fried Chicken Breast

Beef

Shepherd's Pie
Beef Tips
Meat Loaf
Stuffed Green Peppers
Salisbury Steak & Gravy
Beef Stroganoff
Country Fried Steak with Gravy

Seafood

Fried Catfish
Fried Salmon Patties
Lemon-Dill White Fish

Pork

Roasted Pork Loin with Apple Gravy
Pork BBQ
Fried Pork Chops
Roasted Pork Chops

(continued on next page...)

Prices are subject to change and do not include appropriate
Sales Tax & Service Charge.

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SOUTHERN COMFORT PLATE LUNCH ENTREES (continued)

This menu offers one entrée, any two sides, one bread, one dessert, iced tea & coffee
\$18.95

SIDES (please select TWO)

Black-eyed Peas	Macaroni Salad
Green Beans	Lima Beans
Creamed Corn	Peas & Carrots
Stewed Squash	Fried Corn
Macaroni & Cheese	Cole Slaw
Cornbread Stuffing	Pinto Beans
Squash Casserole	Corn Pudding
Steamed Broccoli	Tossed Salad
Parsley New Potatoes	Buttered Rice
Green Bean Casserole	Collard Greens
Steamed Cabbage	Whipped Potatoes

Yams

BREADS (please select ONE)

Cornbread
Buttered Biscuits
Dinner Rolls

DESSERTS (please select ONE)

Peach Cobbler
Apple Pie
Chocolate Cake
Pound Cake
Key Lime Pie
Banana Pudding
Bread Pudding

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The Vanlandingham Estate Inn and Conference Center

LIGHT LUNCH MENU

Soups, Salads & Sandwiches Plate Lunches
Please select ONE item from each group below.
Includes iced tea, coffee & a Chef's choice side item
\$19.95 per guest

Specialty Salads

Baby Spinach with Warm Bacon Vinaigrette
Estate Salad
Traditional Caesar Salad with Grilled Chicken or Shrimp
Fresh Fruit Salad
Greek Salad
Chef's Salad

Soups

Creamy Potato Bacon
Tomato Basil
Cream of Mushroom
Chicken Noodle
Cream Broccoli
Country Vegetable
Seafood Bisque
Vegetable Beef
Cream of Asparagus
Clam Chowder

Sandwiches

Chef's Choice Assorted Deli Sandwiches
Chicken Salad Melt
Turkey Club on Wheatberry Bread
Proscuitto on a Croissant with Apple and Brie
Caribbean Chicken Wrap
Roast Beef & Boursin Cheese on French Baguette

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REFRESHER COURSE

Snacks for a mid-morning or mid-afternoon break.
All breaks include unlimited bottled water, sodas and coffee served all day.
\$11.00 per guest

Assorted Mini Desserts

Miniature desserts and petit fours.

Cookies & Milk

Homemade cookies and brownies with ice cold milk.

Chips & Dips

A selection of dips, chips, breads, and spreads.

Sundae Bar

Chocolate and vanilla ice cream with all the fixin's.

Savory Sampler

A selection of olives, sausages, cheese, and nuts.

Midwood Tea

Hot crumpets, scones, and delicate finger sandwiches with a selection of gourmet teas.

Unlimited bottled sodas & waters as well as our special blend of coffee

(This price good if you order the Continental Breakfast, but not a Break Out)

\$4.00 per guest

Unlimited sodas & waters as well as our special blend of coffee

(This price good if you do NOT order the Continental Breakfast or any Break Out)

\$7.50 per guest

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The Vanlandingham Estate Inn and Conference Center

ELEGANT MAIN COURSE

Served with your choice of an Estate Salad or Soup, Homemade Rolls, Tea, and Coffee.

\$21.95 per person

Chicken Milanese

Tender Chicken Breast served with a lemon butter crème sauce with shitake mushrooms and pearl onions. Served with Chef's Choice Starch and Vegetable Side.

Vegetarian Lasagna Roll

Herbed cream cheese and fresh vegetables wrapped with lasagna and served with a marinara and light cream sauce (you may add Grilled Chicken upon request).

Tri-Salad Plate

Shrimp Salad, Chicken Salad, and Pasta Salad served on a bed of lettuce. Includes Soup or Fruit Salad and Basket of Assorted Homemade Breads and Croissants.

Salmon & Asparagus

Served over pasta with an olive oil sauce.

Pork Tenderloin

Tender marinated Pork Tenderloin Medallions stuffed with Seasoned Dressing and served with a light sauce. Served with Chef's Choice Starch and Vegetable Side.

Pasta Primavera

Fresh Seasonal Vegetables and Herbs combined in either a rich cream or olive oil sauce (you may add Grilled Chicken upon request).

Spanish Chicken Crepes

Delicate crepes filled with tender chicken, garlic, peppers, and tomatoes. Served with saffron rice.

Salmon Cobb Salad

Grilled marinated Atlantic salmon over chopped lettuce with egg, Gorgonzola cheese, bacon, and avocado.

Quiche and Fruit

A generous portion of homemade quiche served with a seasonal selection of fresh fruit. Choose vegetable, seafood, or classic Lorraine.

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LUNCHEON DESSERT MENU

Royal Elegance, ... Southern Style
\$4.00

Chef's Choice Assortment of Mini Desserts

Crème Brule

Key Lime Pie

Apple Dumplings

Dark & White Chocolate Mousse Swirl with Seasonal Berries

Sorbet with Cookie

New York Style Cheesecake with Seasonal Fruit

Seasonal Fresh Fruit Tart

Tiramisu

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**Non Alcoholic Bar**

Includes Soft Drinks, Tea, Water, Coffee, Punch, and Lemonade  
\$7.00 per Guest

**Coffee Presentation**

Specialty Coffee & Gourmet Teas served with Shaved Chocolates, Brown Sugar & Cane Sugar  
Cubes, Cinnamon Sticks, Honey, and Fresh Whipped Cream  
\$2.75

**Specialty Drinks**

Mimosas

\$4.75 per Drink

Bloody Mary's

\$5.50 per Drink

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# *The VanLandingham Estate*

## **CONSERVE**

The VanLandingham Estate is dedicated to protecting the environment. We understand the importance of greening the hospitality and event planning industry and we are committed to contribute our part.

Listed below are a few ways we are implementing ideas and making a significant impact to become more eco-friendly.

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### **At the Vanlandingham Estate we...**

Reduce, Reuse and Recycle

Purchase reusable products from culinary items to office items

Purchase fresh, organic produce and support local farmers

Offer a Linens & Towels Program for our lodging guests

Use energy efficient fluorescent lighting and dimmers on lights

Use minimal chemicals for Lawn & Garden use

Installed low flow showerheads & toilets in public restrooms and guest rooms

Encourage all staff to minimize the use of paper, and general waste

Offer ways for our guests to re-cycle

Compost for our gardens

 **PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING.**

# *The VanLandingham Estate*

## **LODGING**

### **A few ways our Lodging Guests can make a difference...**

Participate in hotel linen programs, or let the hotel know that it's not necessary to change your sheets and towels every day.

Reduce the amount of water used for bathing or showering.

When you leave your hotel room, turn off the AC/heat, lights, TV and radio.

Close the drapes.

Participate in hotel recycling programs by placing recyclables in appropriate bins.

Carry a dry cleaning or grocery bag with you in which to carry dirty laundry home.

Leave little bottles of amenities in the guestroom if unopened.

Keep bar soap wrappers and take used bars of soap home.

Let hotel management know, by speaking directly to management or writing them a note, that you want them to conserve and that you want to participate.

Instead of leaving bathroom lights (and fans) on all night, use hotel night lights.

Re-cycle complimentary newspapers, or better yet...get updates / headlines online!

Patronize hotels, airlines, tour operators who support "greening" programs.

Check in/out of the hotel via the hotel's electronic program.

## **MEETINGS & EVENTS**

### **Thinking of more GREEN ideas for your next meeting?**

Participate in our company Eco-Friendly Lodging Program

Have overnight meeting attendees do the same.

Use only recyclable products for your next meeting

Use only reusable items for your next meeting (glasses, cloth, ceramic, etc.)

Serve food & beverage buffet style, with less garnish and plates

Serve beverage items from pitchers, coolers and dispensers instead of individual bottles

Serve creamers & sugars in pourers on tables

Use left over water and ice to water house plants

Offer double side copying at a reduced rate

Use windows for natural lighting

Use property green centerpieces, and seed packets as favors

Please ask an Event Planner for our Green Event Questionnaire.

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