

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 Inn and Conference Center*

## **MEETING FACILITIES**

### **GRAND ENTERTAINING**

Whatever the occasion, The VanLandingham Estate is just the place for opulent, festive and decidedly fresh entertaining. From business dinners and awards ceremonies to company picnics, 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.

# *The VanLandingham Estate Inn and Conference Center*

## **GENERAL INFORMATION**

Welcome and thank you for considering The VanLandingham Estate for your Corporate Business Meeting or 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 charged for all events and private parties. A credit card number (imprint) is required along with a signed contract, in lieu of a payment at time of booking. Payment may be made by check or credit card – MasterCard, Visa, and American Express. All payments are due at the end of the event. Any cancellations within a seven-day period of your event, the client will be responsible for any anticipated revenue. **PAYMENTS FOR CANCELLATION ARE DUE WITHIN SEVEN (7) DAYS OF CANCELLATION.**

### **Guarantees**

The exact per guest menu price will be finalized and agreed to no later than seven 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 guest guaranteed only; we will not prepare for any percentage over the guarantee.

### **Food and Beverage**

**VanLandingham Estate requires a food minimum of \$300 with all full day or evening corporate events and will cater all the food and beverage.** Final menu selection is due no later than seven (7) days prior to the function. Custom menu items may be provided for the client and prepared with the approval of the chef. Lunch prices start at \$16.95. Left over food items may not be removed from the property due to insurance restrictions. 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. There is a \$100 flat fee for any attended stations such as carver, pasta server, or bartender. There will be a \$100 charge per bar and bartender.

# *The VanLandingham Estate Inn and Conference Center*

## **GENERAL INFORMATION (continued)**

### **Lodging Accommodations**

The VanLandingham Estate has nine guest rooms and can host 18 to 24 guests overnight. The rooms range in price from \$149 to \$239. If you agree to rent all nine rooms, the Estate will offer you a group discount rate of \$150 per room, with breakfast and turndown service included, based on double occupancy. With evening events involving amplified music, we require the five lodging rooms in the Main House be reserved at a discount rate of \$160 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 sixty (60) days prior to the event date.

### **Service Charge and Tax**

There will be a service charge of twenty percent (20%) on all food, beverage, rentals, and set-up fees. Applicable taxes for all food, beverage, rentals and service charge will apply.

### **Multiple Entrees**

If multiple entrees are requested for seated luncheons, 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 indications is required by the client for the guest tables, i.e. place cards

### **Parking**

The Estate has limited parking. There are 40 parking spaces on the property. If groups have additional needs, ask your event planner for additional parking instructions. Under no circumstances can group's park on the streets surrounding the Estate – it is strictly prohibited by the owners and towing is enforced.

### **Liability**

The Estate is not responsible for damage to or loss of items left on the property prior to or following any event. 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 and after the event.

# *The Vanlandingham Estate Inn and Conference Center*

## **BREAKFAST MENU**

### **Continental Breakfast**

\$9.95 per guest

A traditional continental breakfast of fresh baked breads and pastries, cold cereal and milk along with a generous tray of seasonal fruits. Served with assorted juices and unlimited pots of our special coffee.

### **The Farmer's Market**

The following breakfast items are served in addition to the Continental Breakfast only for the listed price.

\$1.75 each, per guest

Bagels with Assorted Cream Cheeses

Southern Country Ham Biscuits

Assorted Yogurt

Country Style Scrambled Eggs with Onions, Ham, and Cheese

Cheese Grits

Sourdough Pancakes with Fresh Fruit and Hot Maple Syrup

Homestyle French Toast with Hot Maple Syrup

Hand-Cut Home-Fried Potatoes

Vegetable and Herb Quiche

Bacon, Sausage, OR Country Ham

Eggs Benedict

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

*The Vanlandingham Estate  
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**SOUTHERN COMFORT PLATE LUNCH ENTREES**

This menu offers one entrée, any two sides, one bread, one dessert, iced tea or coffee  
\$19.95

**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 or Baked 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 or Baked Catfish  
Fried Salmon Patties  
Lemon-Dill White Fish

**Pork**

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

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Prices are subject to change and do not include appropriate  
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**SOUTHERN COMFORT PLATE LUNCH ENTREES (continued)**

This menu offers one entrée, any two sides, one bread, one dessert, iced tea or coffee  
\$19.95

**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 or coffee & a Chef's choice side item  
\$18.95 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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**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  
\$5.25

**Specialty Drinks**

Mimosas

\$6.00 per Drink

Bloody Mary's

\$7.00 per Drink

Prices are subject to change and do not include appropriate  
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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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# *The VanLandingham Estate*

2010 The Plaza  
Charlotte NC 28205  
704-334-8909

## **DIRECTIONS**

### **Traveling from I-85**

Take Exit #41 (Sugar Creek). Head East bound (if headed North on I-85, take a RIGHT). Stay straight on Sugar Creek, passing over Tryon Street and North Davidson Street. Turn RIGHT on The Plaza. Please note: At the corner of The Plaza and Parkwood there will be a split in the road. Turn LEFT at the light onto The Plaza. Stay LEFT and continue on the Plaza, the Estate is located on the LEFT side of the street.

### **Traveling from I-77**

Take I-77 to I-277 loop around the city of Charlotte. **NOTE:** You may take either the North side of the I-277 loop (Brookshire Freeway) or the South side of I-277 loop (John Belk Freeway). Head East. Follow I-277 until you reach Hwy 74 East, take 74 East to the second exit, (Briarcreek). Take Briarcreek exit, at the stop sign make a RIGHT on to Briarcreek, go to the 2nd stop light and make a LEFT onto Central Avenue. Follow Central Ave for 2 miles until you reach the intersection of The Plaza, make a RIGHT on The Plaza. The Estate is located ½ mile up on your RIGHT.

### **From the Airport**

Follow signs to I-77. Once on I-77 follow directions listed above