

WELCOME TO

The Morehead Inn

Thank you for considering the Morehead Inn for your very special occasion. Whether you are visiting our Inn for business or leisure, the Morehead Inn offers charm, elegance and Southern hospitality. Bringing together convenient location, modern facilities and personalized service, everything we do at The Morehead Inn is designed to make your time with us a truly memorable experience.

This material has been prepared to provide you with the information necessary to make your business or leisure event at the Morehead Inn as convenient and appropriate as possible. For guests who are considering us for the first time, this information will help you take full advantage of your 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 service to you.

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

Thank you for considering the Morehead Inn. We hope to hear from you soon!

Sincerely,

The Management and Staff
The Morehead Inn

The Morehead Inn

GENERAL INFORMATION

Thank you for considering Charlotte's most Unique Southern Estate for your Corporate Business Meeting or Luncheon. We strive to be more than just a beautiful facility. Our goal is total quality in every aspect of special events...planning, food, service, and décor...insuring that your vision becomes a reality.

Payments & Cancellations

An Estate Fee is required for all social events and private parties to hold space for the scheduled event. 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 Morehead Inn 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. If cancellation should occur within 61-90 days of your event, a 25% cancellation fee will be charged based on total anticipated revenue. If cancellation should occur within 31-60 days of your event, a 50% cancellation fee will be charged based on total anticipated revenue. If cancellation should occur within 30 days or less of your event, a 100% cancellation fee will be charged based on total anticipated revenue.

Guarantees

The exact guest count will be finalized and agreed to 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 Inn will prepare for the number of guest guaranteed only; we will not prepare for any percentage over the guarantee.

Food & Beverage

The Morehead requires lunch or dinner be served with all functions, and 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 MHI, with the approval of the chef. The minimum food cost per guest begins at sixteen dollars and ninety five cents (\$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 Morehead Inn. Services will be provided on a flat rate basis per guest, per hour for our bars. There is a \$100 fee for any attended stations such as a carver, pasta server, or bartender.

Service Charge & Tax

There will be a service charge of twenty-two percent (22%) on all food, beverage, rentals, additional labor, 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 for all food, beverage, rentals and service charge will apply.

The Morehead Inn

GENERAL INFORMATION (CONTINUED)

Rentals

Additional rental charges may apply for items that The Morehead Inn does not include with our standard pricing for your special event. Please ask your event planner for suggestions and details. Items include but are not limited to: additional tables and chairs, fine china, tents, specialty linens, fresh flowers, audio video equipment and miscellaneous catering equipment.

Multiple Entrees

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

1. Multiple entrees for groups of twenty-five (25) guests or more, 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 menu selection per guest is required by the client for the guest tables, i.e. coded place cards.

Parking

The Inn has limited parking during weekdays (Monday through Friday until 5pm). Please feel free to double-park, as staff will not park personal vehicles on the property on busy days. In the event that additional parking is needed, ask your event planner for additional parking instructions. Under no circumstances can groups park in the lot across Berkley Avenue or on the streets near the Inn, it is strictly prohibited by the owners and towing is enforced.

Lodging Accommodations

The Morehead Inn has twelve beautifully decorated guest rooms and can host at least 28 to 30 guests overnight. The rooms range in price from \$125 to \$199. If you agree to rent all twelve of the rooms, the Inn will offer you a discounted rate of \$140 per room, with breakfast included, based on double occupancy. If you rent eight (8) rooms in the main house, the Inn will offer you a discounted rate of \$150 per room. When reserving the Coddington Retreat for social gatherings, the client must reserve the four lodging suites in the Carriage House.

Liability

The Morehead Inn is not responsible for damage to or loss of items left on the property prior to or following any event. The client is responsible and shall reimburse MHI for any damage, loss or liability incurred by Morehead Inn 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 Morehead Inn

ESTATE FEES

BRIDAL LUNCHEONS

(MONDAY THROUGH FRIDAY)

Grand Entertaining

Whatever the occasion, The Morehead Inn is just the place for impressive southern hospitality and elegance. From business retreats to social events, the main house and quaint gardens cater to your every need. The main floor of the Inn includes the Great Room, Dining Room, Library, Tea Room and outside Courtyard & Gardens and can accommodate receptions and seated dinners for up to 200 guests and seated dinners indoors for up to 102 guests.

Tea Room

\$ 325

Located in the Main House, this 740 square foot private and elegant room overlooks our beautifully landscaped courtyard and gardens. Decorated in a bright Colonial Revival style, this room may induce daydreaming while sitting in front of the cozy fireplace and gazing out the wall-size bay window. The room can accommodate up to 40 guests for seated luncheons. The Tea Room is a perfect setting for all special occasions!

Library

\$ 200

Located on the first floor of the East Wing, the Library offers a more intimate setting for luncheons up to 16 guests. It is home to the Inn's bird aviary full of beautiful Australian Finches (but don't worry, you won't hear a peep out of them to disturb your meeting!) as well as a cozy fireplace creating a wonderful ambiance.

Coddington Retreat

\$ 225

Located in the original Carriage House of the estate, the Coddington Retreat provides the ultimate in seclusion. Gatherings are held in front of the old stone fireplace surrounded by period antiques, wet bar, and cottage décor. Surrounding the Coddington are beautiful gardens and a landscaped courtyard perfect for intimate luncheons. Adjacent to the Coddington are four lodging suites, each equipped with a private bath, providing comfortable accommodations for travelers. The Coddington Retreat can hold events for up to 16 guests and social cocktail gatherings for up to 50 guests. You can reserve the bridal luncheon room and all four lodging suites (a full breakfast is included with each lodging room) for only \$845.

The Morehead Inn

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

Sheperd'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

The Morehead Inn

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 Morehead Inn

LITE LUNCH MENU

Soups, Salads & Sandwiches Plate Lunches
Please select ONE item from each group below.
Menu 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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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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The Morehead Inn

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

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

## *The Morehead Inn*

### **CONSERVE**

The Morehead Inn 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



# *The Morehead Inn*

## **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.



**PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING.**