

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 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 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

MEETING FACILITIES

GRAND ENTERTAINING

Whatever the occasion, The Morehead Inn is just the place for impressive southern hospitality and elegance. From business dinners and awards ceremonies to company picnics, 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.

Tea Room

\$ 3 2 5

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 meetings and or seated dinners. The Tea Room is a perfect setting for all your meetings and special occasions!

Library

\$ 2 0 0

Located on the first floor of the East Wing, the Library offers a quiet retreat in either a conference or casual setting. 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. The room can accommodate meetings or specialty luncheons for up to 16 guests.

The Worthington

\$ 2 7 5

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

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 charged for all events and private parties. A credit card number is required along with a signed contract, in lieu of a deposit 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 fourteen 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

MHI requires a lunch or dinner with all full day or evening corporate functions and will cater all the food and beverage for your event. 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 by the MHI, with the approval of the chef. The minimum food cost per guest begins at sixteen dollars and ninety-five cents (\$16.95) for full day meetings. 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 MHI. There is a \$100 flat fee for any attended stations such as a carver, pasta server, or bartender. There will be a charge of \$100 per bar & bartender.

The Morehead Inn

GENERAL INFORMATION (continued)

Service Charge & Tax

There will be a service charge of twenty percent (20%) on all food, beverage, rentals, and set-up fees for daytime corporate events. Evening corporate events are subject to a twenty-two percent (22%) service charge. Applicable taxes for all food, beverage, rentals and service charge will apply. There are also minimal charges for any attended stations such as a bartender, carver, or chef.

Rentals

Additional rental charges may apply for items that The Morehead Inn does not include with our standard pricing for your corporate event. Please ask your event planner for suggestions and details. Items include but are not limited to: flip charts, overhead projectors, screens, slide projectors, LCD panel, and TV/VCRs.

Parking

The Inn has limited daytime parking. 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 thirteen beautifully decorated guest rooms and can host at least 24 guests overnight. The rooms range in price from \$179 to \$269. If you agree to rent all thirteen of the rooms, the Inn will offer you a discounted rate of \$150 per room with breakfast included, based on double occupancy. When reserving the Worthington 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 MHI 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

GREAT STARTS

Start your day off right with our delicious Inn Breakfast

Continental Breakfast

\$9.95 per guest

We serve a traditional continental breakfast of fresh baked breads and pastries, cold cereals and milk along with a generous tray of seasonal fruits. Breakfast is served with fresh juices and unlimited pots of our special imported coffee.

Breakfast Appetizers

The following breakfast appetizers are served in addition to the Continental Breakfast only.

\$1.75 each, per guest

Bagels with three assorted cream cheeses

Country Style Scrambled Eggs

Baked Cinnamon Raisin Stuffed Apples

Eggs Benedict

Quiche

Bacon, Sausage, or Country Ham

Waffles with Assorted Toppings

Home-Style Diced Potatoes

Estate Cheese Grits

Southern Ham Biscuits

Frittata

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

The Morehead Inn

LUNCH MENU

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Soup, Salad & Half Sandwich Plate Lunches

Please select one item from each of the categories listed below.
All lunch offerings are made daily from the freshest ingredients, local in origin, when possible.

Menu includes iced tea and coffee.
\$18.95 per guest

SOUPS

New England Clam Chowder Tomato Basil Chicken Rice Vegetable
Strawberry Gazpacho Oyster Stew Split Pea Broccoli & Cheese Golden Onion
Black Bean Butternut Squash Potato Minestrone

SPECIALTY SALADS

Caesar Salad Pasta Salad Fruit Salad Jello Salad Mixed Green Salad
Potato Salad Three-Bean Salad Tomato Salad
Green Bean Salad Tuna Salad Egg Salad Rice Salad Broccoli & Bacon Salad
Mushroom Salad Waldorf Salad
English Pea Salad Hearts of Palm Salad Spinach Salad

Dressing Selections

Balsamic Vinaigrette, Blueberry Vinaigrette, Honey Mustard, Blue Cheese,
Ranch, Thousand Island, Warm Bacon

Prices are subject to change and do not include appropriate
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HALF SANDWICH

The Dilworth Veggie ... Baby spinach, cucumber, roasted red peppers and herbed feta cheese spread, served in Pita bread pocket

Peppered Turkey and Gouda ... Peppered turkey, w/ smoked Gouda cheese, thin sliced apples, romaine lettuce and garlic aioli served on Ciabatta bread

Reuben ... Traditional favorite with Pastrami, sauerkraut, thousand island dressing on rye bread

Chicken Fajita Wrap ... Grilled marinated chicken, peppers & onions, jack and cheddar cheeses, lettuce, tomatoes in a tortilla, served with sour cream and house-made tomato salsa

French Dip ... Shaved sirloin steak topped with melted Swiss cheese, served on a toasted roll with sides of au jus and horseradish sauce

Carolina Crab Cake Sandwich ... House-made crab cake served with lettuce and tomato on a grilled sesame seed bun, with a side of tarter sauce

Blackened Tuna Sandwich ... Blackened tuna char-grilled, served on Ciabatta bread with Cajun aioli spread, lettuce and tomato

Barbecue Chicken Grill ... grilled chicken breast, smoked bacon, caramelized onions, jack and cheddar cheeses, BBQ sauce, lettuce and tomato

Tuscan Chicken Sandwich ... Grilled chicken breast, fresh buffalo mozzarella cheese, roasted red peppers and basil pesto served on Ciabatta bread

Carolina BLT... Fried green tomatoes, smoked bacon and leaf lettuce on toasted English muffin, with *Duke's* mayonnaise

Chicken Salad Melt ... House-made chicken salad served warm on a croissant with melted cheddar cheese, lettuce and tomato

South End Club ... Roast beef, turkey, smoked ham, bacon, cheddar cheese, lettuce, tomato and mayonnaise on toasted wheat berry or white bread

Beef and Blue Wrap ... Hot roast beef, blue cheese, mushrooms, roasted red peppers, caramelized onions and lettuce, served with a Dijon mayonnaise spread in a flour tortilla

Prices are subject to change and do not include appropriate
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The Morehead Inn

BREAK OUTS

The following breaks are for mid-morning or mid-afternoon.

All breaks include unlimited sodas & coffee served all day.

\$11.00 per guest

Health Nut

Fresh Seasonal Whole Fruit, the Inn's Homemade Granola, Yogurt, and Orange Juice

You Scream for Ice Cream?

Make your own Ice Cream Sundae Bar from these assorted toppings: Hot Fudge, Carmel, Fresh Strawberries, Chopped Nuts, Homemade Whipped Cream, Cherries, and Bananas

Sweet Tooth

Homemade Assorted Cookies, Assorted Brownies and Ice Cold Milk

Take me out to the Ball Game

Enjoy snacks such as Hot Popcorn, Pretzels, Tortilla Chips and Hot Nacho Cheese.

You may add imported beers for an additional charge.

Death (by Chocolate) Of A Salesman

Indulge yourself with Chocolate Brownies, Chocolate Cupcakes, Assorted Fruit and Chocolate Pound cake, and Ice Cold White or Chocolate Milk

After School Special

Remember the snacks mom made you? Includes Homemade Rice Krispy Treats, Chocolate Cupcakes, and Peanut Butter served with Apple Slices, Celery, and Assorted Crackers.

Simply Proper

Have an English Tea just like the Europeans. This break includes Scones, Shortbread Cookies, Assorted Finger Sandwiches, and of course various elegant 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 bottled 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

Prices are subject to change and do not include appropriate
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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

\$4.25 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

 **PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING**

# *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.



# *The Morehead Inn*

1122 East Morehead Street  
Charlotte, NC 28204  
(704) 376-3357

## **DIRECTIONS**

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

I-77 Exit to John Belk Freeway, (I-277). Travel past the Panthers' Bank of America Stadium and the Charlotte Skyline. Exit 1E (old 2A exit) - Kenilworth Ave. - Exit Right onto Kenilworth Ave. Go to the second stop light (ignore blinking light) to E. Morehead St. Turn Right, the next street on left is Berkeley Ave. We are right on the corner.

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

Once on I-85, follow signs to I-77. I-77 will intersect with John Belk Freeway (I-277). Headed East bound, travel past the Panthers' Bank of America Stadium and the Charlotte Skyline located on the left. Exit 1E (old 2A exit) - Kenilworth Ave. Exit Right onto Kenilworth Ave. Go to the second stop light (ignore blinking light) - E. Morehead St. Turn Right, the next street on left is Berkeley Ave. We are right on the corner.

### **From the Airport**

Follow signs to I-77 North. Take John Belk Freeway, (I-277). Headed East bound, travel past the Panthers' Bank of America Stadium and the Charlotte Skyline located on the left. Exit 1E (old 2A exit) Kenilworth Ave. Exit Right onto Kenilworth Ave. Go to the second stop light (ignore blinking light), to E. Morehead St. Turn Right. The next street on left is Berkeley Ave. - We are right on the corner.