

# WELCOME TO THE The Morehead Inn

Welcome and 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

# 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

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

### Library

\$ 200

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 Coddington

\$ 225

Located in the original Carriage House of the estate, the Coddington Retreat 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 Coddington are beautiful gardens and a landscaped courtyard perfect for breakouts or creative thinking. Adjacent to the Coddington are four lodging suites, each equipped with a private bath, providing comfortable accommodations for business travelers. The Coddington Retreat 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.

We gladly waive Estate Fees for groups of 20 or more  
for weekday corporate events!

# Great Starts

*Start your day off right with our Estate Breakfast!*

## Continental Breakfast

We serve a traditional continental breakfast of fresh baked breads and pastries along with a generous tray of seasonal fruits.

Served with fresh juices and unlimited pots of our special imported coffee.

**\$8.95 per guest**

## Breakfast Appetizers

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

Bagels with three assorted cream cheeses	\$1.50 per guest
Country Style Scrambled Eggs	\$1.50 per guest
Baked Cinnamon Raisin Stuffed Apples	\$1.50 per guest
Eggs Benedict	\$2.50 per guest
Quiche	\$2.50 per guest
Bacon, Sausage, or Country Ham	\$1.50 per guest
Waffles with Assorted Toppings	\$1.00 per guest
Home-Style Diced Potatoes	\$1.50 per guest
Estate Cheese Grits	\$1.50 per guest
Cold Cereals Served with Ice Cold Milk	\$1.00 per guest
Southern Ham Biscuits	\$1.50 per guest
Frittata	\$1.50 per guest

Prices do not include appropriate  
Sales tax & service charge.

# Southern Comfort Plate Lunch Entrees

## Entrees (choose 1)

### **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:**

Shepard'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

This menu offers one entrée, any two Sides, choice of bread & one dessert, iced tea & coffee.

# \$16.95 per guest

## Sides (choose 2)

Black-eyed Peas	Yams
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
Macaroni Salad	

## Breads (choose 1)

Cornbread  
Buttered Biscuits  
Dinner Rolls

## Desserts (choose 1)

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

Prices do not include appropriate  
sales tax & service charge

# Lite Lunch Menu

## *Soups, Salads & Sandwiches Plate Lunches*

Choose ONE item from each group below.  
Includes iced tea, coffee & a Chef's choice side item.  
\$19.50 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

Prices do not include appropriate  
sales tax & service charge.

# Break Out!

*Snacks for a mid-morning or mid-afternoon break.  
All breaks include unlimited sodas & coffee served all day.*

\$8.50 per guest

## Sweet Tooth

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Homemade Assorted Cookies, Assorted Brownies, and Ice Cold Milk

## Health Nut

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

## You Scream for Ice Cream?

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

## Take me out to the Ball Game

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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)

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

## After School Special

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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

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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 \$3.00 per guest  
(This price good if you order the Continental Breakfast, but not a Break Out)

Unlimited bottled sodas & waters as well as our special blend of coffee \$5.00 per guest  
(This price good if you do NOT order the Continental Breakfast or any Break Out)

Prices do not include appropriate  
**sales tax & service charge**

# 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.

## 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. Services will be provided on a flat rate basis per guest, per hour for our bars. A bartender fee of \$75.00 will be charged for the first bar, \$60.00 for each additional bar thereafter.

## 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. Sales tax of eight and one half percent (8.5%) for all food and beverage and a sales tax of seven and one half percent (7.5%) will be added to service charge and any miscellaneous rental portions of your bill. 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 Estate has limited daytime parking. Please feel free to double-park, as staff will not park 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 24 guests overnight. The rooms range in price from \$120 to \$190. 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. 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 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.

# Directions to The Morehead Inn

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

## From the North:

I-77 South      Exit 9B (John Belk Freeway - I277)  
Travel past the Panthers' Bank of America Stadium and the Charlotte Skyline  
Exit 2A - Kenilworth Ave. - Exit Right onto Kenilworth Ave.  
Go to the second stop light (ignore blinking light) - E. Morehead St.  
Turn Right  
Next street on left is Berkeley Ave. - We are right on the corner.

## From the West:

I-85 North      To I-77 South (Towards Columbia)  
Follow Directions listed above

## From the South:

I-77 North      Exit 9B (John Belk Freeway - I277)  
Travel past the Panthers' Bank of America Stadium and the Charlotte Skyline  
Exit 2A - Kenilworth Ave. - Exit Right onto Kenilworth Ave.  
Go to the second stop light (ignore blinking light) - E. Morehead St.  
Turn Right  
Next street on left is Berkeley Ave. - We are right on the corner.

## From the South on I-85:

I-85 North      Exit Billy Graham Parkway  
Follow signs to I-77 North  
Exit 9B (John Belk Freeway - I277)  
Travel past the Panthers' Bank of America Stadium and the Charlotte Skyline  
Exit 2A - Kenilworth Ave. - Exit Right onto Kenilworth Ave.  
Go to the second stop light (ignore blinking light) - E. Morehead St.  
Turn Right  
Next street on left is Berkeley Ave. - We are right on the corner.

## From the Airport:

Follow Airport Expressway away from the airport  
Merge Right onto the Billy Graham Parkway East/South  
Follow signs to I-77 North  
Exit 9B (John Belk Freeway - I277)  
Travel past the Panthers' Bank of America Stadium and the Charlotte Skyline  
Exit 2A - Kenilworth Ave. - Exit Right onto Kenilworth Ave.  
Go to the second stop light (ignore blinking light) - E. Morehead St.  
Turn Right  
Next street on left is Berkeley Ave. - We are right on the corner.