

GENERAL INFORMATION

Function Rooms

The hotel reserves the right to make room changes if another room is more suitable for your group's guarantee of attendance. The hotel also reserves the right to make the final decision on outdoor events in the event of inclement weather. Outdoor entertainment on the Terrace on the Green must be approved and conclude at 10:00pm.

Food and Beverage Service

All food and beverage items must be supplied and prepared by the hotel. Guests may not remove any food or beverage from the premises. The Washington Duke Inn & Golf Club is responsible for administering the regulations set by the North Carolina State Liquor Commission for the sales and service of alcoholic beverages. It is, therefore, the policy that alcohol cannot be brought into the hotel from outside sources. Additionally, the hotel does not allow food to be brought into the hotel whether purchased or catered from the outside. Wedding cakes are the exception to this policy.

Menu Pricing

All food and beverage prices are subject to change without notice.

Service Charges & Sales Tax

A 20% service charge and applicable state sales tax will be applied to all food and beverage arrangements. In the event your organization is sales tax exempt, we are required to have a copy of your state sales tax exempt status on file prior to the event.

Meal Guarantees

In arranging for private functions, the attendance must be specified and communicated to the hotel 72 business hours prior to the function date. This number will be considered a guarantee and is not subject to reduction. If attendance falls below the guarantee, the host is responsible for the guarantee number of guests. The hotel, for confirmation, requires signed Banquet Event Orders with agreed details and menus for all events.

Labor Charges

Bartender Fees

\$40 per bartender for the first hour, \$15 per bartender, each additional hour

Cashier, Coat Check and ID Attendant Fees

\$100 per attendant

Chef and Carver Fees

\$75 per chef for two hours

Butler Fees

\$35 per butler

Entertainment and Decorations

The ambiance of your event can be enhanced with the creative touch of fresh flowers, linens, theme decor and entertainment. Our Catering and Conference Service Managers will be glad to assist you in finding the right elements for your event. All decorations or displays brought to the hotel must be approved prior to arrival. The hotel will not permit the affixing of anything to the walls, floors, windows or ceilings throughout the property without prior approval. Any group needing assistance by the Engineering Department will be assessed a one time labor charge of \$50 for this service

*All food and beverage prices are subject to 20% service charge and 6.75% sales tax
Prices are subject to change without notice*