

# JB DUKE HOTEL

## R. David Thomas Executive Conference Center

### Frequently Asked Questions

October 10, 2022

#### Ownership and Management:

The Fuqua School owns the JB Duke Hotel (JBD) and its bottom line. Every dollar spent in our own facility contributes to the financial well-being of the school. We appreciate your use of the JBD for dining, overnight and conferencing needs. The JBD management company also runs the Washington Duke Inn & Golf Club and The Lodge at Duke Medical Center, allowing for sharing of senior administrative oversight, as well as cross-selling and referral of business between the properties.

#### Why use the JBD?

It generally saves the school money if we utilize the JBD—the cost of an outside hotel or catering venue would need to be significantly less expensive to provide a marginal benefit over our own hotel. Though the hotel expense reflected in your individual budget may be somewhat higher, the ultimate cost to the Fuqua School is lower. The JBD management team always prioritizes business inquiries from Fuqua.

When using the JBD for any of your needs, please identify yourself as a member of the Fuqua community to ensure you receive the Fuqua discount, if applicable.

#### Restaurant Hours:

##### MarketPlace:

Breakfast Menu 6:30am-11am, daily

Breakfast Buffet 6:30am-10:30am, daily

Lunch Menu 11am-3pm, daily

Lunch Buffet 11:30am-2pm, Monday-Friday

##### Lobby Lounge:

Dinner Menu 3pm-10pm, nightly

Late Night 10pm-11pm, Friday-Saturday

#### Usage and Pricing:

1. [Dining at The MarketPlace, Terrace, or Clubroom, < 50 people](#)
2. [Events at The MarketPlace, Terrace, or Clubroom, 50+ people](#)
3. [Dining at The Lobby Lounge](#)
4. [Catered Events / Meeting Packages](#)
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## **Dining at The MarketPlace, Terrace, or Clubroom: < 50 people**

To qualify for a Fuqua discount: reservations must be made within 30 days, for less than 50 people.

- Short term reservations help to fill the gaps between larger pieces of business—and a Fuqua discount applies.
- A 20% service charge (based on the gross food and beverage amount prior to the Fuqua discount) will be added. Service charges in all the JBD restaurants are fully distributed to the front of house service staff.
- You should not add an additional tip on your check on the line labeled “Tip.”
- 1-8 guests: reservations are recommended via [OpenTable](#).
- 9-49 guests: reservations are required. Call the restaurant 919-419-2556.
- The special Fuqua Price for the Breakfast Buffet is \$14 [\$20 less 30% discount], plus a 20% service charge (based on the gross food and beverage amount prior to the Fuqua discount) of \$4, plus \$1.35 sales tax [\$20 x 7.5%], totaling \$19.35.
- The special Fuqua Price for the Lunch Buffet is \$14 [\$20 less 30% discount], plus a 20% service charge (based on the gross food and beverage amount prior to the Fuqua discount) of \$4, plus \$1.35 sales tax [\$20 x 7.5%], totaling \$19.35.
- If ordering from the menu, food and non-alcoholic beverages qualify for the 30% Fuqua discount, plus a 20% service charge (based on the gross food and beverage amount prior to the Fuqua discount), and sales tax will be added.

Reservations made 30 or more days in advance do not qualify for a discount.

- The MarketPlace and Clubroom are important assets for planners of meetings and conferences that include hotel rooms. Booking individual events more than 30 days in advance may prevent booking conferences that provide significant revenue and profits to Fuqua. We understand the need to plan in advance and encourage you to contact the JBD to discuss availability for a catered event.
- For catered events, a 22% service charge will be added; this service charge is used to pay a living wage to the banquet service staff.
- The Fuqua discount does not apply.
- The Breakfast Buffet is \$20, plus a 20% service charge (based on the gross food and beverage amount prior to the Fuqua discount) of \$4 [\$20 x 20%], plus sales tax, for a total of \$25.50.
- The Lunch Buffet is \$25, plus a 20% service charge (based on the gross food and beverage amount prior to the Fuqua discount) of \$5 [\$25 x 20%], plus sales tax, totaling \$31.88.

## **Events at The MarketPlace, Dining Terrace, or Clubroom: 50+ people**

- Dining for 50 or more guests is considered a catered event. The Fuqua discount does not apply.
- If pre-ordering items from a menu for a reception-style event, conventional pricing applies, with no Fuqua discount.
- Breakfast Buffet is \$20, plus a 20% service charge (based on the gross food and beverage amount prior to the Fuqua discount) of \$4 [\$20 x 20%], plus sales tax, for a total of \$25.50.
- Lunch Buffet is \$25, plus a 20% service charge (based on the gross food and beverage amount prior to the Fuqua discount) of \$5 [\$25 x 20%], plus sales tax, totaling \$31.88.
- Check availability by contacting Stephanie DeAngelis, Catering Manager, [events@jdukehotel.com](mailto:events@jdukehotel.com) / 919-313-2185 to discuss date, time, menu, and pricing.

## Dining at the Lobby Lounge

Due to limited seating for hotel guests, the Fuqua community, and local residents - reservations are not available via OpenTable. You may call the restaurant directly at 919-419-2556 to check on special availability based on occupancy and other market conditions. When ordering from the menu, the Fuqua discount of 30% applies to food and non-alcoholic beverage purchases, plus 20% service charge (based on the gross food and beverage amount prior to the Fuqua discount), plus sales tax.

## Examples of Dining Receipts

*Breakfast Buffet, no additional tip*

Market Place  
10/6/2022 16:42

Market Place  
Check: 21221323 Table: 123  
Server: Matth Guests: 1  
Terminal: 2122  
Restaurant

Guest Check 20%  
1 Breakfast Kiosk 20.00  
\*D 30% Fuqua Disc. -6.00

Gross Sales 20.00  
Discount -6.00  
Subtotal 14.00  
Service Charge 4.00  
Tax 1.35  
Total 19.35

ROOM CHARGE  
~~X~~ Tip  
19.35 Total  
Print Name  
Room Number

Thank you for dining with us!  
JB Duke Hotel

*Lunch Buffet, add beer, no additional tip*

Market Place  
10/6/2022 15:33

Market Place  
Check: 21040124 Table: 132  
Server: Matth Guests: 1  
Terminal: 2104  
Restaurant

Guest Check 20%  
1 16oz RedOakAmber 7.00  
1 Lunch Kiosk 25.00  
\*D 30% Fuqua Disc. -7.50

Gross Sales 32.00  
Discount -7.50  
Subtotal 24.50  
Service Charge 6.40  
Tax 2.32  
Total 33.22

ROOM CHARGE  
~~X~~ Tip  
33.22 Total  
Print Name  
Room Number

Thank you for dining with us!  
JB Duke Hotel

*À la carte, no additional tip*

Market Place  
10/6/2022 15:33

Market Place  
Check: 21040124 Table: 132  
Server: Matth Guests: 1  
Terminal: 2104  
Restaurant

Guest Check 20%  
1 Shrimp Burger 17.00  
\*D 30% Fuqua Disc. -5.10

Gross Sales 17.00  
Discount -5.10  
Subtotal 11.90  
Service Charge 3.40  
Tax 1.15  
Total 16.45

ROOM CHARGE  
~~X~~ Tip  
16.45 Total  
Print Name  
Room Number

Thank you for dining with us!  
JB Duke Hotel

## Signed Credit Card receipt, no additional tip

10/06/22 SALES DRAFT 15:36

JB Duke Hotel  
230 Science Drive  
Durham, NC 27705  
(919) 660-6400

MERCH ID:  
CASHIER: Matth  
TERMINAL: 2104

Visa EMV

NAME:  
NUMBER: XXXXXXXXXXXX3006  
EXPIRE: XX/XX  
AUTH: 096721  
AMOUNT: 16.45

CHECK: 21040124  
TABLE: 132

TOTAL: 16.45

Tip: ~~X~~  
TOTAL: 16.45

X SIGNATURE

Cardholder will pay card issuer above amount pursuant to cardholder agreement

Merchant Copy

## Catered Events / Meeting Packages

The ballroom, boardrooms, and meeting rooms are important assets for planners of meetings and conferences that include hotel rooms. Booking individual events more than 30 days in advance may prevent booking conferences that provide significant revenue and profits to Fuqua. We understand the need to plan in advance and encourage you to contact the JBD to discuss availability for a catered event. To guarantee availability for your future event, conventional non-discount pricing will apply.

- Events, meetings, or meals requiring private space(s) and banquet menus are considered 'catered events' and will be planned by the JBD Catering team.
- No Fuqua discount will be applied.
- 22% service charge will be applied, based on the gross food and beverage; this service charge is used to pay the banquet service staff a living wage.
- Duke's sales tax exemption is applicable when Fuqua pays the invoice. Unlike Bon Appétit, JBD is unable to charge your invoice directly to a Duke fund code. Please ask that the event charges be invoiced to your club or department.
- Meeting Packages are available depending on the requirements of your event (space, audio-visual equipment, food and beverage, number of sleeping rooms, etc.).

## What is 'Package Pricing'?

**Complete Meeting Package (CMP)** \$369 per night, per person, includes:

- Deluxe guestroom
- Three meals per day served buffet-style in MarketPlace
- Dinner is served on the night of arrival, plus full breakfast and lunch the following day
- Continuous refreshment break from 8am-5pm
- Conference room with audio-visual equipment including one LCD projector package (screen, projector, cabling), one flipchart, and one podium with microphone
- 22% service charge for food and beverage

**Modified Meeting Package (MMP)** \$338.50 per night, per person, includes:

- Same as CMP, except does not include dinner
- 22% service charge for food and beverage

**Day Meeting Package (DMP)** \$105 per day, per person, ideal for local attendees not requiring guestrooms, includes:

- Continuous refreshment break from 8:00am – 5:00pm
- Lunch served buffet-style in MarketPlace
- Conference room with audio-visual equipment including one LCD projector package (screen, projector, cabling), one flipchart, and one podium with microphone
- 22% service charge for food and beverage

## What is the pricing for the Ballroom?

A minimum food and beverage purchase is required to reserve the ballroom. If the minimum noted below is not met, you will be charged the difference between the minimum and the actual revenue you spent.

- Full Ballroom: the food and beverage minimum is \$20,000, plus \$1,200 room rental
- 2/3 Ballroom: the food and beverage minimum is \$13,000, plus \$800 room rental
- 1/3 Ballroom: the food and beverage minimum is \$6,500, plus \$400 room rental

Room Rental, Tax, and Service Charge, do not apply to the food and beverage minimum.

## Is there a Fuqua Discount for Audio-Visual (A/V) equipment?

There is no charge for existing permanent equipment in meeting rooms. CMP and DMP rates are inclusive of A/V needs to include one Flipchart, one Podium Microphone, and one LCD Projection Package (e.g. guest speaker event). For other A/V rental needs, a 30% Fuqua Discount will be applied.

## Is there a Fuqua Discount for Room Rental?

Customary Room Rental will be waived for Dining Events or Catered Events, when booked less than 30 days in advance, with a \$1,000 Food & Beverage minimum. This benefit is valid for any JBD space except the Ballroom.

## Is there a Fuqua Discount for Bartender Fees?

When the existing MarketPlace Bar is used for an event, there will no additional charge for bartenders. This benefit does not apply to satellite bars set up in other areas of the hotel.

Bartender fees for satellite bars are \$150 per bartender, per 75 guests, for two hours.

## Hotel Rooms

The Fuqua rate for fiscal year 2023 is \$209—This is the maximum\* nightly rate Fuqua should pay for a Superior King room with one bed, or a Superior Queen room with two beds.

This rate is available to all members of the Fuqua community for both business and personal needs. Please identify yourself as a current member of the Fuqua community and request the Fuqua Rate.

Room charges paid by Fuqua are not subject to the 6% occupancy tax. All room charges are subject to sales tax, however Fuqua-paid charges will be reflected in your fund code net of sales tax.

Please note, there is no Fuqua discount on room service.

\* The JBD operates a Best Available Rate program whereby higher rates apply for high-occupancy periods (e.g. Reunion Weekends, Duke Family Weekend, Graduation, etc.) and lower rates for low-occupancy periods. Think airfares as a comparable! If you find a lower rate online during low-occupancy periods, please feel free to book the lower rate.

## Executive Club

As a member of the Executive Club at the Washington Duke Inn, you can purchase the *PLUS* membership at the JBD for an additional \$179. For full details, please contact Chantal Stanyer, Executive Club Manager, at [cstanyer@wdigc.com](mailto:cstanyer@wdigc.com) / 919-313-2160.

## KEY CONTACTS

### MARKETPLACE

- Small Party Restaurant Reservations, 1- 8 guests, less than 30 days in advance:  
[OpenTable](#) / 919-419-2556
- Large Party Restaurant Reservations, 9-49 guests, less than 30 days in advance:  
Rètta Bradford, Restaurant Manager, [restaurants@jbdukehotel.com](mailto:restaurants@jbdukehotel.com) / 919-419-2562

### MEETINGS and EVENTS

- Event Bookings, 50+ guests, or more than 30 days in advance:  
Stephanie DeAngelis, Catering Manager, [events@jdukehotel.com](mailto:events@jdukehotel.com) / 919-313-2185
- Group Room Reservations and Conferences, 10 or more rooms:  
Kayla Layden, Sales Manager, [groupsales@jdukehotel.com](mailto:groupsales@jdukehotel.com) / 919-313-9603

### FUQUA RATE ROOM RESERVATIONS

- Individual Room Reservations, less than 10 rooms: 1-844-490-7100

### ADMINISTRATION

- Chris Shull, Associate Dean, Finance & Administration / [chris.shull@duke.edu](mailto:chris.shull@duke.edu)
- Leslie Sharpless, Assistant Dean, Finance & Financial Aid / [leslie.sharpless@duke.edu](mailto:leslie.sharpless@duke.edu)
- Don Ball, General Manager / [dball@jbdukehotel.com](mailto:dball@jbdukehotel.com) / 919-419-2543

## JB DUKE HOTEL

230 Science Drive, Durham, NC 27708

919-660-6400