

JB DUKE HOTEL

R. David Thomas Executive Conference Center

Frequently Asked Questions

July 7, 2023

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.

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 / 919-419-2705

MEETINGS and EVENTS with HOTEL ROOMS

- Group Room Reservations and Conferences, 10 or more rooms:
Ava Johnson, Sales Associate, groupsales@jbdukehotel.com / 919-313-9603

MEETINGS and EVENTS without HOTEL ROOMS

- Event Bookings, 50+ guests, or more than 30 days in advance:
Stephanie DeAngelis, Catering Manager, events@jbdukehotel.com / 919-313-2185

INDIVIDUAL ROOM RESERVATIONS

- Fuqua Room Reservations, 1-9 rooms:
Rebecca Crew, Reservations Agent, roomreservations@jbdukehotel.com / 919-419-2525
- Dedicated phone coverage is 9am-7pm Monday-Friday, and 10am-6pm Saturday. Callers outside these hours, or while the reservations agent is with a guest, may leave a message. Fuqua messages received after non-business hours will receive priority on the following business day.

Usage and Pricing:

1. [Dining at The MarketPlace, Terrace, or Clubroom, <50 people and < 30 days](#)
2. [Events at The MarketPlace, Terrace, or Clubroom, 50+ people or 30+ days](#)
3. [Dining at The Lobby Lounge](#)
4. [Catered Events / Meeting Packages](#)
5. [Hotel Rooms](#)
6. [Executive Club](#)

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 (*when buffet is set for in-house groups*)

Lobby Lounge:

Dinner Menu 3pm-10pm, nightly

Late Night 10pm-11pm, Friday-Saturday

Dining at The MarketPlace, Terrace, or Clubroom: <50 people and <30 days

Reservations must be made within 30 days, for less than 50 people, to qualify for a Fuqua discount:

- 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 Breakfast Buffet is open daily, and the special Fuqua Price is \$19.35, inclusive of sales and service charge [\$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%] = \$19.35.
- When groups are in-house and the Lunch Buffet is open, the special Fuqua Price is \$19.35, inclusive of sales and service charge [\$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%] = \$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.

Events at The MarketPlace, Dining Terrace, or Clubroom: 50+ people or 30+ days

- 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.
- *Reservations made 30 or more days in advance do not qualify for a discount.*
- If pre-ordering items from a menu for a reception-style event, conventional pricing applies.
- Check availability by contacting Stephanie DeAngelis, Catering Manager, events@jbdukehotel.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 for the Lobby Lounge 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
Check: 21221323 Table: 123
Server: Matth Guests: 1
Terminal: 2122
Restaurant

Guest Check 20%	
*D 1 Breakfast Kiosk	20.00
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
Check: 21040124 Table: 132
Server: Matth Guests: 1
Terminal: 2104
Restaurant

Guest Check 20%	
*D 1 16oz RedOakAmber	7.00
1 Lunch Kiosk	25.00
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
Check: 21040124 Table: 132
Server: Matth Guests: 1
Terminal: 2104
Restaurant

Guest Check 20%	
*D 1 Shrimp Burger	17.00
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

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

MERCH ID:
CASHIER: Matth
TERMINAL: 2104

Visa EMV

NAME: XXXXXXXXXXXXXXX3006
EXPIRE: XX/XX
AUTH: 096721
AMOUNT: 16.45

CHECK: 21040124
TABLE: 132

TOTAL: 16.45

Tip: ~~X~~
TOTAL: 16.45

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) \$379 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) \$342 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 8am-5pm
- 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. Any food and beverage selections you make go toward the food and beverage minimum. If the minimum noted below is not met, you will still be charged the minimum. If you go over on food/drink, then you are charged the minimum plus the difference.

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

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 rate is available to all members of the Fuqua community for business and personal needs. *Please identify yourself as a current member of the Fuqua community and request the Fuqua Rate.* The Fuqua rate for fiscal year 2024 is \$219 for a Superior King room with one bed, or a Superior Queen room with two beds. The Fuqua Bed & Breakfast rate is \$239 for single occupancy, including breakfast for one guest.

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 / 919-313-2160.

Fitness Center Memberships

Fuqua employees may receive a renewable six-month membership by stopping by the front desk with their Fuqua ID. This complimentary membership is only valid for the Fuqua employee. The fitness center is available 24 hours a day, 7 days a week, with key card access.

Pickleball Courts

Fuqua employees and students can use the courts on an hourly basis, at no charge, between 9:00am and sunset. Paddles and balls may be rented with a \$50 refundable deposit and Duke ID card or driver's license. To reserve a court and equipment, please call the hotel 919-660-6400, press option 2. You will be asked to acknowledge court rules and sign a liability waiver.

Gift Shop Discounts

Fuqua employees and students receive a 20% discount for apparel and gift items.

Gift Cards

Gift cards are available for purchase at the front desk. No discount will apply when purchasing a gift card. However, if a Fuqua community member is using the gift card for purchases in the hotel restaurant or gift shop, your Fuqua discount will apply.

Administration

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

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230 Science Drive, Durham, NC 27708

919-660-6400