

Bernard's Landing

Meeting & Event Planners Guide





Contact Information:

To make arrangements for your special event or meeting, please contact Lori Phillips

Director of Conference Sales

540-719-1031

or by email at

loriphillips@bernardslanding.com

If you would like to visit our property, please call in advance to setup an appointment. Office hours are Monday through Friday 8:30am to 5pm.



Visit our website to sign up for email notification of deals, discounts and special events.

www.BernardsLanding.com



Search Facebook for:
Bernard's Landing Resort

All about us



A Premier Waterfront Resort | Smith Mountain Lake Virginia

Thank you for considering Bernard's Landing Resort & Conference Center for your event and/or meeting needs. Our staff is anxious for you to visit with us at beautiful Smith Mountain Lake! Our goal is to provide a memorable and productive experience in a relaxed setting.

Listed below are just a few of the features and services that await your guests who visit our breathtaking lakefront resort and conference center.

- Peaceful natural setting and spectacular mountain views
- One, two, and three bedroom condos for overnight accommodations
- Three bedroom patio homes and townhouses also available
- Olympic size swimming pool, smaller heated pool, and hot tub
- Children's playground, kiddie pool, and game room
- Fitness Facility
- Tennis and basketball courts
- Horseshoes and volleyball
- Poolside Cabana Bar & Grill (Open Memorial Day to Labor Day)
- Fine Dining at The Landing Restaurant and Bruno's Bar
- On-site boat rental, boat ramp, and courtesy docks
- Private sandy beaches and swimming area
- Indoor and outdoor meeting and banquet areas
- Enjoy our Clubhouse Pavilion year round! We are excited to announce that a new racquetball court, lakeside fitness facility, steam room, sauna, indoor swimming pool and hot tub are now available!

The Conference Center

Unforgettable Meeting & Event Venues at Bernard



Four event areas accommodate up to 150 guests and allow you to choose just the right size and setting for your group. Our professional staff is ready to provide you with a full range of conference services.

Roanoke Executive Board Room \$300 plus tax*

- Dimensions: 43' x 20', Ceiling Height 12', holds 16 people around a Conference Room Table
- Sitting Area with Four Chairs and Two Tables at Rock Fireplace
- Sliding Glass Door Leading to Outdoor Deck

Smith Mountain Room (A-B) \$650 plus tax*

- Dimensions: 31' x 42', Ceiling Height 12', holds up to 120 people at Rounds of 10, 96 people at Rounds of 8. This room can be divided
- 12-5' Indoor Round Tables with 8 Chairs at each available from Bernard's Landing

Glass Atrium \$250 plus tax*

- Dimensions: 21' x 50', Ceiling Height 12'. Holds approximately 20 people for a sit-down meal
- Includes 3 square tables with 4 padded chairs at each 2 serpentine usually sit in each corner of the room as well (items can be removed if needed)
- Room is adjacent to the Smith Mountain with windows looking out on the pool deck and lake

Conference Center Deck \$550 plus tax

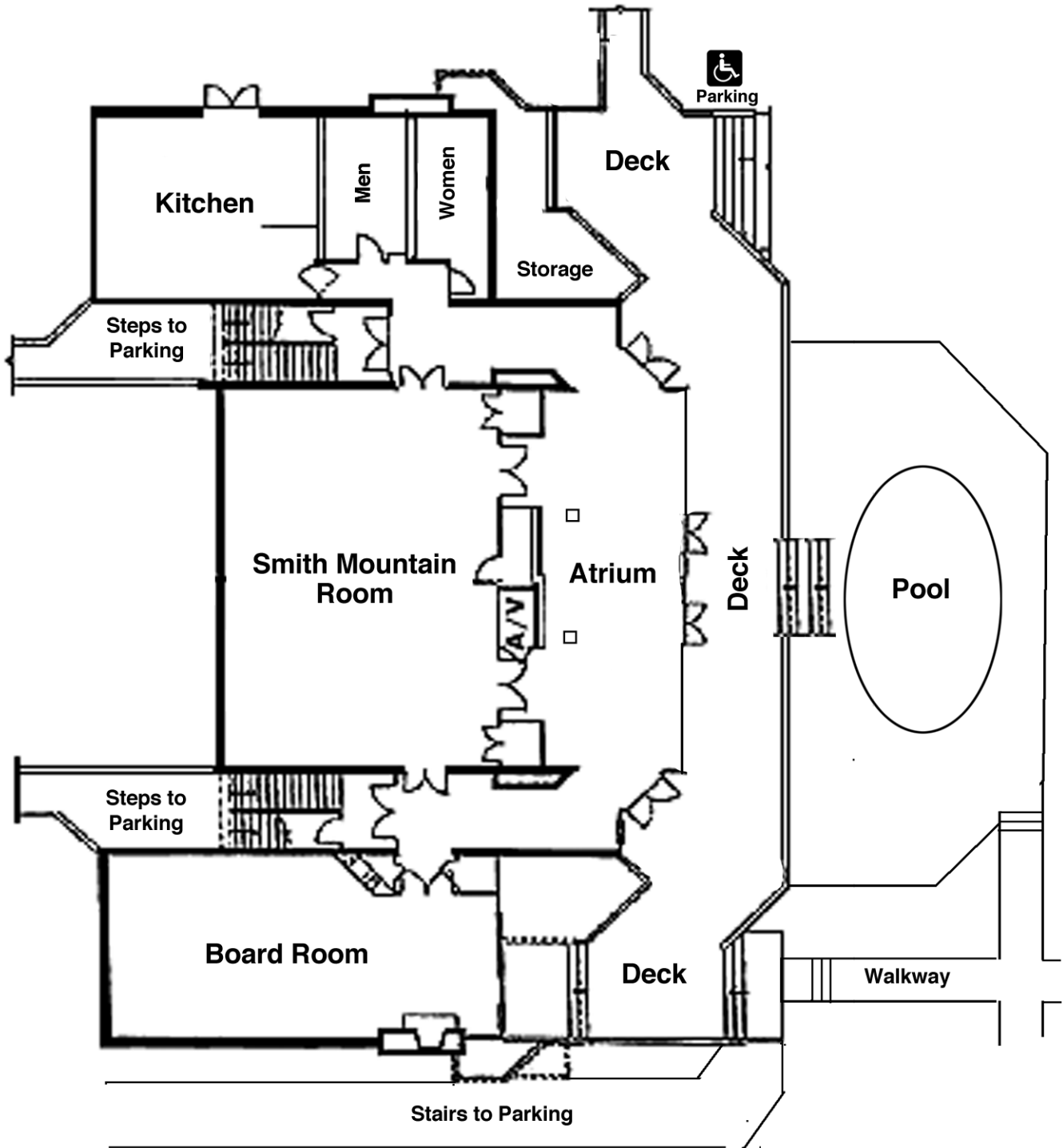
- Dimensions: 21' x 90', outside. Holds up to 150 people
- 20-4' Outdoor Round Tables with approx. 70 Chairs available from Bernard's Landing
- Outdoor Deck extends the length on the Conference Center Building, Adjacent to the Pool

*The above rates are based on rental for Friday & Saturday events. Please ask if you are interested in a Sunday - Thursday, which are available at a lower rate. Please ask if you are interested in a Sunday - Thursday, as these rates are at a lower rate.

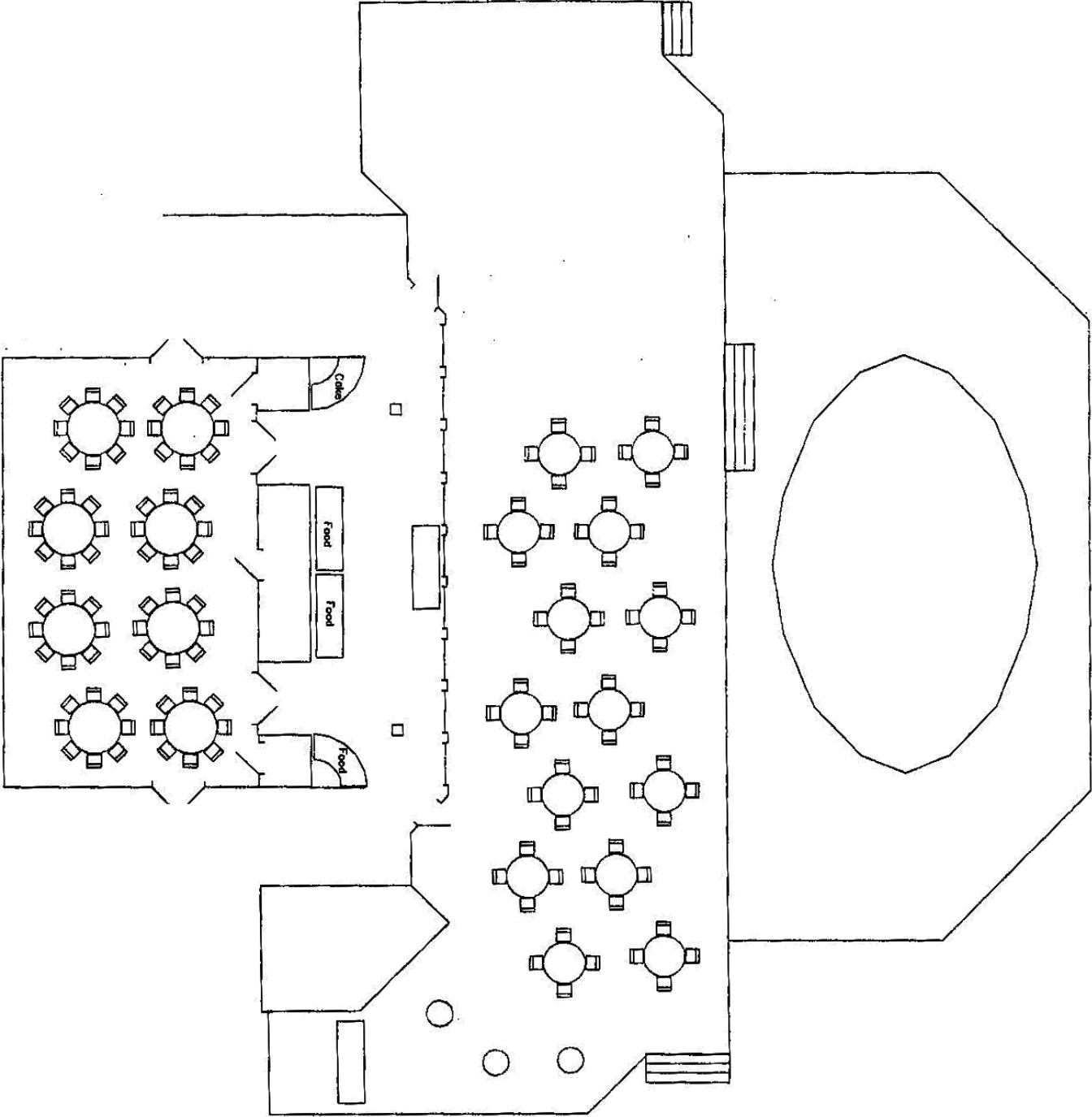
The Conference Center Photo Gallery



The Conference Center Floor Plan



The Conference Center Seating Plan



The Clubhouse

Unforgettable Wedding Venues at Bernard Landing



Our beautifully restored antebellum Club house offers over 5,200 square feet of covered and open deck space with magnificent views of the mountains and lake.

Clubhouse/Sun Deck \$1600 plus tax*

- Dimensions: 45' x 50', outside. Accommodates up to 200 guests
- 20-5' Round Tables with 10 chairs at each available from Bernard's Landing, plus 2-8' tables and 2-6' tables. All other items required must be brought in
- Large Tiled Deck adjacent to our Olympic size swimming pool
- Bernard's Landing includes tent rental with Clubhouse Deck, available from April to October

Poolside/Compass Deck (new) \$1100 plus tax

- Dimensions: 36' x 53 on square and 16 x 33 on rounded front. Accommodates up to 200 people
- Sold separately from the Sun Deck
- Large Tiled Deck Additional half moon deck adjacent to Club house Deck & Olympic size pool

Beachside \$300-\$600* plus tax (based on 250 people or less)

- Accommodates 50-5,000 people
- This is simply the field by the beach – a large rolling grass lawn
- No amenities are included with this area (tables, chairs, etc must be brought in)

*Pricing: \$300-\$600 plus tax (based on 250 people or less)

*The above rates are based on rental for Friday & Saturday events. Please ask if you are interested in a Sunday - Thursday, which are available at a lower rate. Please ask if you are interested in a Sunday - Thursday, which are available at a lower rate. Please ask if you are interested in a Sunday - Thursday, as these rates are at a lower rate.

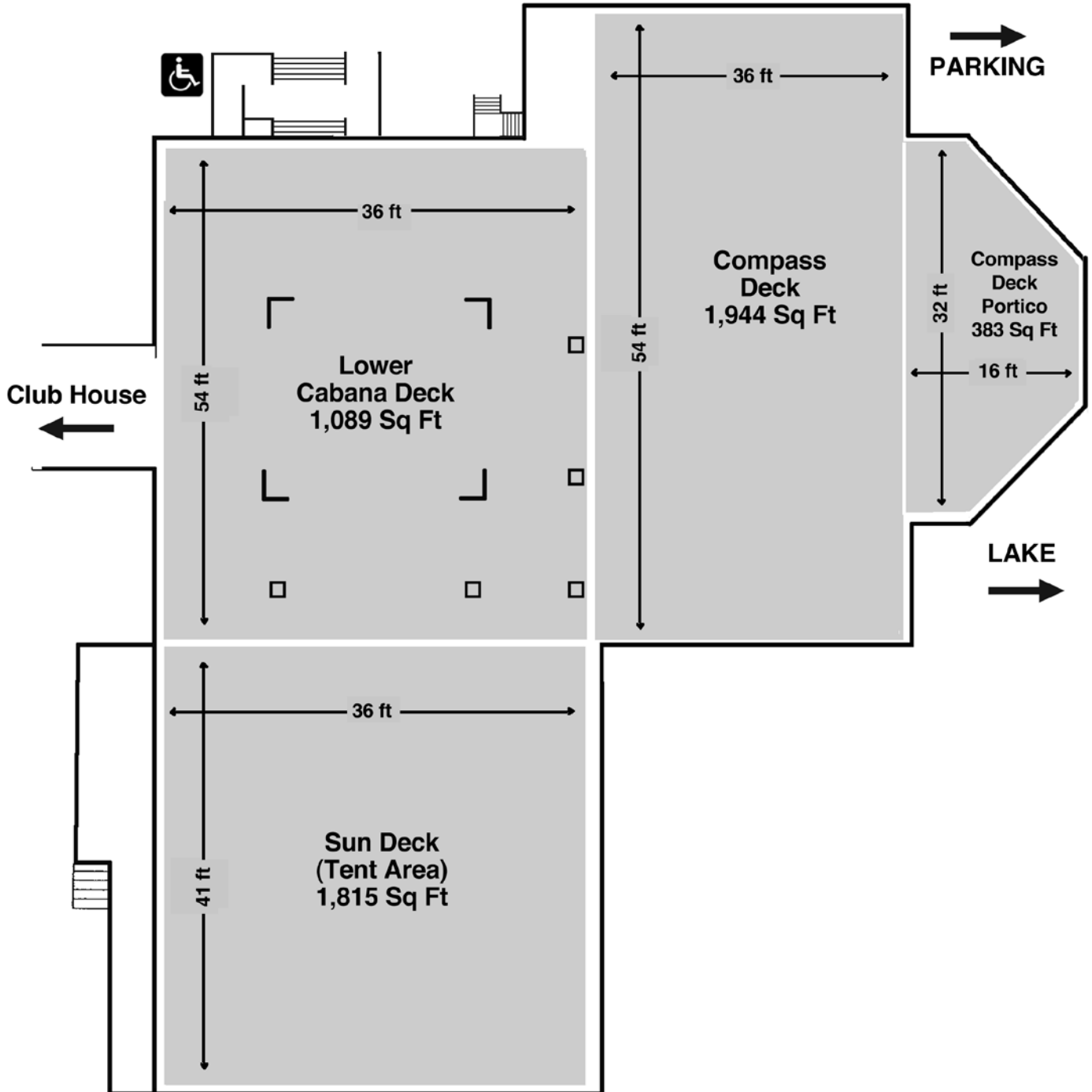
The Clubhouse Photo Gallery



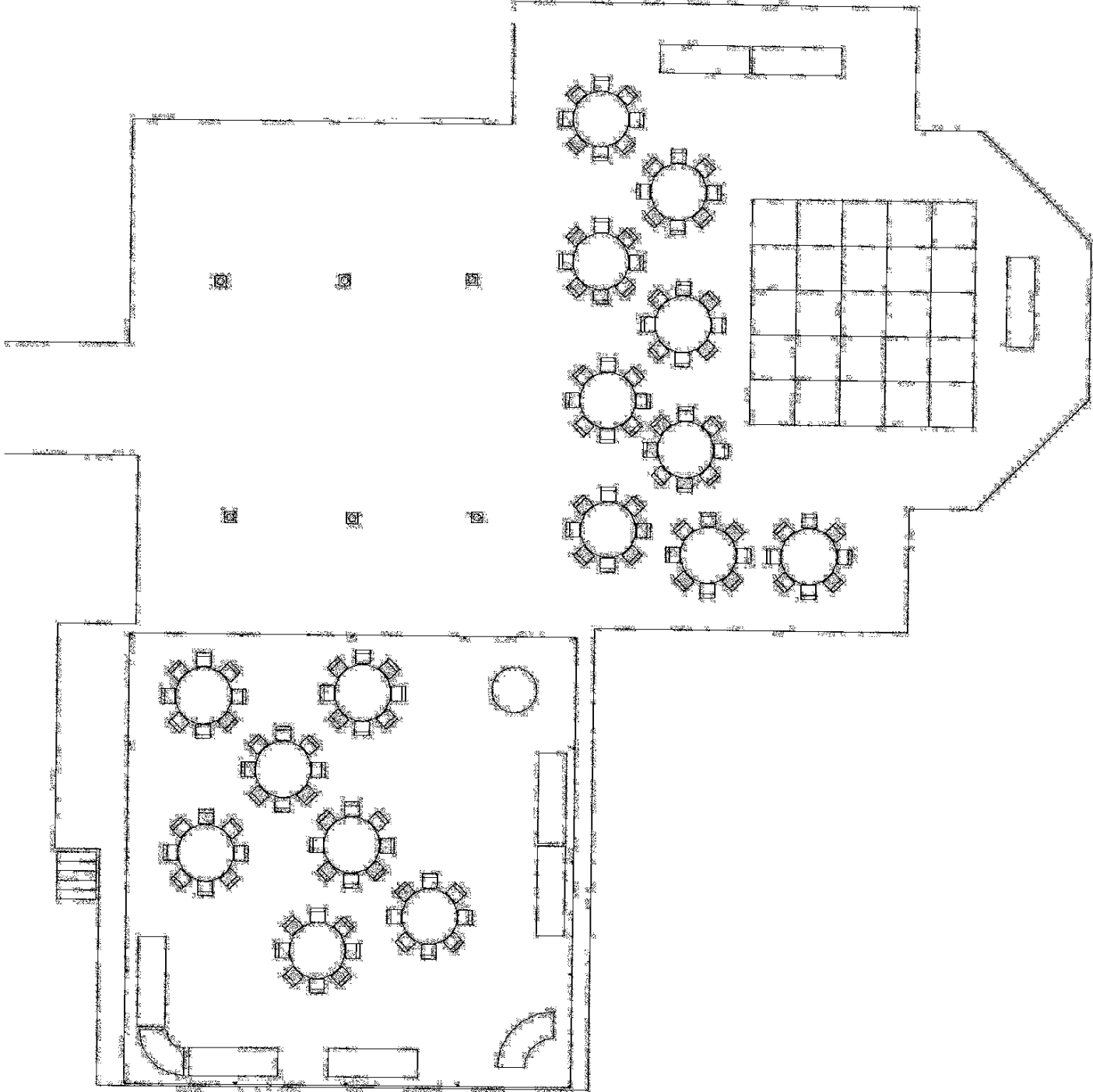
The Beachside Photo Gallery



The Clubhouse Floor Plan



The Clubhouse Seating Plan



Food & Beverage

Flexible and affordable options when you choose your own caterer



Bring your own caterer

Only Bernards Landing offers you the economy and flexibility of bringing you own caterer. All food and beverage can be brought in. Food and beverage can be purchased from one of our preferred caterers, brought in by another catering company, or you may bring all the food in yourself.

PREFERRED CATERING COMPANIES:

Center Stage Catering in Rocky Mount, VA. Contact: Karen Schopp, Catering Director, at 540-489-7827 or visit their website at www.centerstagefood.com

Jim Schaal Catering & Events, in Roanoke, VA. Please contact Jim Schaal at 540-343-2577 or visit their website at www.schaalsevents.com

The Landing Restaurant, located on the Bernard's Landing property. Call Tiffany Silva at 540-721-3028 for more information or visit their website at www.thelandingsml.com

Chanticleer Catering in Roanoke, VA. Contact: Victoria Longley at 540-989-9120.

A Cut Above, in Boones Mill, VA. Call 540-334-5126 or visit their website at www.acutabovecater.com

Meriwether-Godsey Incorporated in Lynchburg, VA. Please call 434-384-3663 or visit their website at www.merig.com

Blue Ridge Catering, located in Roanoke, VA. Please call Mark Baldwin at 540-982-7700. You may also visit their website at www.blueridgecatering.net

OTHER CATERING COMPANIES

Other catering companies are allowed on the Bernard's Landing property as well. The above are vendors that provide great food, presentation, service and take care of the Bernard's Landing property.

BEVERAGE SERVICE

In order to serve alcohol at your event, it is your responsibility to purchase an ABC license for the day. The cost is only \$55. You can purchase your beer, wine, and liquor and bring it in for the event. The only requirement is that a bartender dispenses the alcohol for you, whether they are staffed by the catering company of your choice or hired by you. Please visit www.abc.virginia.gov/licensing/banquet for more information or to download the request form.

TRASH REMOVAL

It is the responsibility of the catering company and/or the group to removal ALL trash from the reserved location immediately following their event. Trash can be taken to the Bernard's Landing dumpster located behind the security shed. If ALL trash is not removed, additional charges will be charged to the group's account. Charges range from \$25-\$150.

KITCHEN INCLUDES

The kitchen at the Conference Center is a commercial kitchen. A sink, dishwasher, stovetop, oven, and coffee maker are available for use. An ice machine is in the kitchen, but not guaranteed to be full for the event, so please remember to provide your own ice. If needed, our walk-in cooler and small freezer are also available for use (both are located in the alley, outside from the kitchen).

*THERE IS NO KITCHEN FACILITY AT THE CLUBHOUSE AND FIELD BY THE BEACH.

KITCHEN RESPONSIBILITIES

At the Conference Center, outside caterers are allowed to use the kitchen. It is their responsibility to clean the kitchen prior to their departure (including removal of all trash). We ask that all prep areas/ countertops be wiped off, floor must be swept and mopped, and all items brought in should be removed that evening. (However, we do understand that rental items will not be picked up until the next day or two). If the kitchen is not left as it was presented to the catering company, an additional charge from \$50 to \$250 will apply. This amount will be charged to your account, not to the catering company. *THERE IS NO KITCHEN FACILITY AT THE CLUBHOUSE AND FIELD BY THE BEACH.

Event Requirements

For your function at Bernards Landing

FUNCTION TIMES

Function rooms are held only between the hours indicated on your contract. We can not guarantee how early you can get into your room to setup until the week before the event. (However, we usually allow about 3 hours before your event for you to setup). All functions must end at midnight.

RENTAL FEE INCLUDES

Rental fee includes setup of tables and chairs only for the Clubhouse and Conference Center locations. The rental fee for the field by the beach is for the venue only (no other items are included). All other items: tent, table cloths, centerpieces, plates, forks, knives, glasses, etc will need to be brought in, rented through a rental company or handled by a catering company. **See note that we only setup tables and chairs provided by Bernard's Landing – all rental items are setup by rental company or client. music, Bernard's Landing has the right to ask your group to turn the music down to a more tolerable level.

CLEANUP

It is the groups' responsibility to clean up the reserved area immediately after their function. If items are left or trash left for the resort to discard, additional fees will be applied to the groups' account. We (the resort) ask that all groups leave the area as it were presented to them on the day of the function. \$10-\$25 charge for each trash bag left. Clean-up fee for Bernard's Landing staff removing food and other items off of deck after function will range from \$50-\$400 and will be charged to the credit card provided by the group on file.

ELECTRICAL OUTLETS

Electrical outlets are scattered throughout the Conference Center. On the Conference Center Deck, outlets are located by each glass door and on the back side of the railing by the pool. Electricity is also available at the field by the beach and on the Clubhouse Deck.

DECORATIONS

All decorations are brought in. CONFETTI IS NOT ALLOWED. Bubble machines and smoke machines are not allowed inside the Conference Center.

RAINSPACE

If you are having an event outside, Bernard's Landing does not hold rainspace. It is your responsibility to have a back-up plan. You may rent a second area on our property or rent a tent from a rental agency to ensure security from the weather.

MUSIC

All outdoor music must end at 11pm. If Bernard's Landing receives more than one complaint due to the high volume of your music, Bernard's Landing has the right to ask your group to turn the music down to a more tolerable level.

PUBLIC AREAS

Both pools and the beach located on our property are public areas. We can not close down or reserve these areas for private use of groups functions. When a group reserves the Conference Center Deck, the Clubhouse Deck, or the Field by the beach, the group has access to these areas, but is not the exclusive party that can utilize the pool or beach.

BATHROOMS

Bathrooms facilities are located at all rental areas except the field by the beach. Port-a-potties (rented by group) are allowed on the field but must be picked up the day after your function.

SALES TAX

The resort charges the 5% state sales tax on all rental fees.

DEPOSIT

The resort requires an advance deposit of \$100-\$500 to reserve a date and location. This deposit is non-refundable.

PAYMENT

A credit card number is required to guarantee payment. Full payment is due 10 days prior to your scheduled event.

CANCELLATION POLICY

A 30 day cancellation policy applies for all banquet events. Cancellation within the 30 day window will result in full payment of the amount due.

We Recommend

We are pleased to recommend these providers to assist you with your wedding

Photographers

- Amy Graybill, 540-293-1645, www.amygraybillphotography.com
- Lesley Wray, 540-420-5151, www.forgetmenotphotographyandkeepsakes.com
- Teresa Bernard, 540-489-7722, www.studiobellevisage.com
- William Mahone, 540-467-0475, www.insightphotos.biz

Rental Company

- Aztec Rental, 540-989-1231 ext. 3, www.aztecrental.com

DJ Service

- Mark Taylor, 540-314-6942, www.mastertaylorentertainment.com
- Wendell Witt, 540-580-5633, www.musicmusicandmusic.com

Band Information

- Kings Entertainment, 540-989-5464, www.keausa.com

Cakes:

- Breadcraft, 540-562-4112, www.breadcraftbakery.com
- Wildflour, 540-343-4543, www.wildflour4thst.com

Event Planning:

- Caroline Hammond, 540-521-1088, www.carolinelarocca.com
- Neal Nance, 540-555-1212, www.poshevents.com

Florist:

- Angela Corsair, 540-798-4662, www.corsairevents.com
- George's Flowers, 540-283-4299, www.georgeslowers.com

Transportation

- K & B Carriage (Horse & Carriage), 540-537-6182
- Prestige Limousine Service, 540-342-8049, www.prestigelimoinc.com

Officiant

- Jim Rivers, 540-342-5144
- Rev. Frances Barnhart, 540-3662-1069, www.allfaithministry.com

Lake Cruise

- Virginia Dare Cruises, 540-297-7100, www.vadarecruises.com

Pampering:

- Modern Nail Spa, 540-719-1100
- Salon One, 540-719-0025, www.salononesml.com

Boat Rental (on property)

- Bernard's Boats, 540-721-7800 (on property) or 540-721-1639 (main office)

Public Golf Course

- Westlake Golf & Country Club, 540-721-3845

Accommodations

Flexible and affordable options for you and your guests



Condominium Information

- For your overnight accommodations, we offer discounted rates for groups requesting 5 rooms or more. Everyone will feel like they are at home in one of our waterfront homes. We have one, two, and three bedroom condos and three bedrooms townhomes and patio homes.
- All units are fully equipped, fully furnished with kitchen, living room, dining area, fireplace, balcony, bedroom(s) and bathroom(s).
- All but one unit is non-smoking
- We do not allow pets
- There are 281 units on property but only about 65 are in our rental pool so condos are scattered, but everything is within walking distance.
- During the summer months, townhomes are rented Saturday-Saturday, however, condos can be rented nightly.
- Reservations are taken the first working day in January of that year. Group blocks are also reserved at that time (first come first serve).
- Rooms within a group block are held 30-45 days prior to arrival with the exception of townhomes.

Booking Procedure

- At time of making reservation, guests are asked to put down the first nights' room rate. The remaining balance is due at check-in.
- At time of check-in, your guests' credit cards are authorized for \$250 for a security deposit. This is an authorization (not a charge). If there is no damage to the condo then they will never see a pending charge or authorization on the credit card.
- Check-in time is at 4pm. Checkout time is at 11am. We are not like a hotel, so our office has limited hours, typically 8:30am – 5pm (this does vary based on time of year).
- If someone checks in after hours, there is a late-check in box located by the registration's office front door. An envelope will be placed in the box with the guest's name on it and we explain how to get to the reserved condo.
- If additional assistance is needed, Security can be reached at 540-721-8316.

PEAK SEASON RATES (May 28 – September 8):

| | Room Rate | Total for 1 Night | Total for 2 Nights |
|------------|-----------|-------------------|--------------------|
| 1Bed Condo | \$140.39 | \$203.93 | \$368.26 |
| 2Bed Condo | \$189.89 | \$277.07 | \$499.16 |
| 3Bed Condo | \$221.39 | \$326.03 | \$586.06 |
| Patio Home | \$234.89 | \$351.87 | \$626.76 |

*Townhomes require a Saturday to Saturday rental during Peak Season

OFF SEASON RATES (September 9 – May 27):

| | Room Rate | Total for 1 Night | Total for 2 Nights |
|------------|-----------|-------------------|--------------------|
| 1Bed Condo | \$105.29 | \$165.31 | \$291.04 |
| 2Bed Condo | \$150.29 | \$233.51 | \$412.04 |
| 3Bed Condo | \$177.29 | \$277.51 | \$489.04 |
| Patio Home | \$194.39 | \$307.33 | \$537.66 |
| Townhome | \$239.39 | \$404.13 | \$683.96 |

Cleaning Fees

Cleaning fees are not included in the above nightly rate but are included in the two night total. Cleaning fees are \$36 for a one bedroom condo, \$50 for a two bedroom condo, and \$60 for a three bedroom condo. This is a one time fee per condo whether you stay one or more nights.

Resort Amenity Fees

Resort Amenity fees are not included in the above nightly rate but are included in the two night total. Resort amenity fees are \$9 for a one bedroom condo, \$12 for a two bedroom condo and \$15 for a three bedroom condo. This is a nightly charge.

*Townhome pricing not shown. The above rates are for Deluxe Condos only.