

# *Bernard's Landing*

## **Meeting & Event Planners Guide**





### Contact Information:

To make arrangements for your meetings and events please contact



**Tiffany Silva**  
**540-719-1031**  
**eventsatbernardslanding@gmail.com**

If you would like to visit our property, please call in advance to setup an appointment.



Visit our website:  
[www.bernardslanding.com](http://www.bernardslanding.com)



Search Facebook for:  
Bernard's Landing Resort

# 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
- Olympic size outdoor swimming pool at the Clubhouse
- Children's playground and kiddie pool
- Lakeside Fitness Facility
- 6 newly surfaced tennis courts
- Horseshoes and volleyball
- Basketball court
- Racquetball court
- Steam room and sauna
- Indoor swimming pool and hot tub
- Fine Dining at The Landing Restaurant and Sunken City Tavern
- On-site watercraft rental, boat ramp, and courtesy docks
- Private sandy beaches and swimming area
- Indoor and outdoor meeting and banquet areas

# *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.

## **2017 Pricing**

The entire Conference Center Deck rents for \$1,900 plus tax per day.

All Conference Center indoor meeting space rents for \$1,750 plus tax per day.

## **Roanoke Executive Board Room (For just Board Room \$300/day)**

- 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)**

- 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

## **Glass Atrium**

- Dimensions: 21' x 50', Ceiling Height 12'.
- Great area for setup of food and beverage.
- Room is adjacent to the Smith Mountain with windows looking out on the pool deck and lake

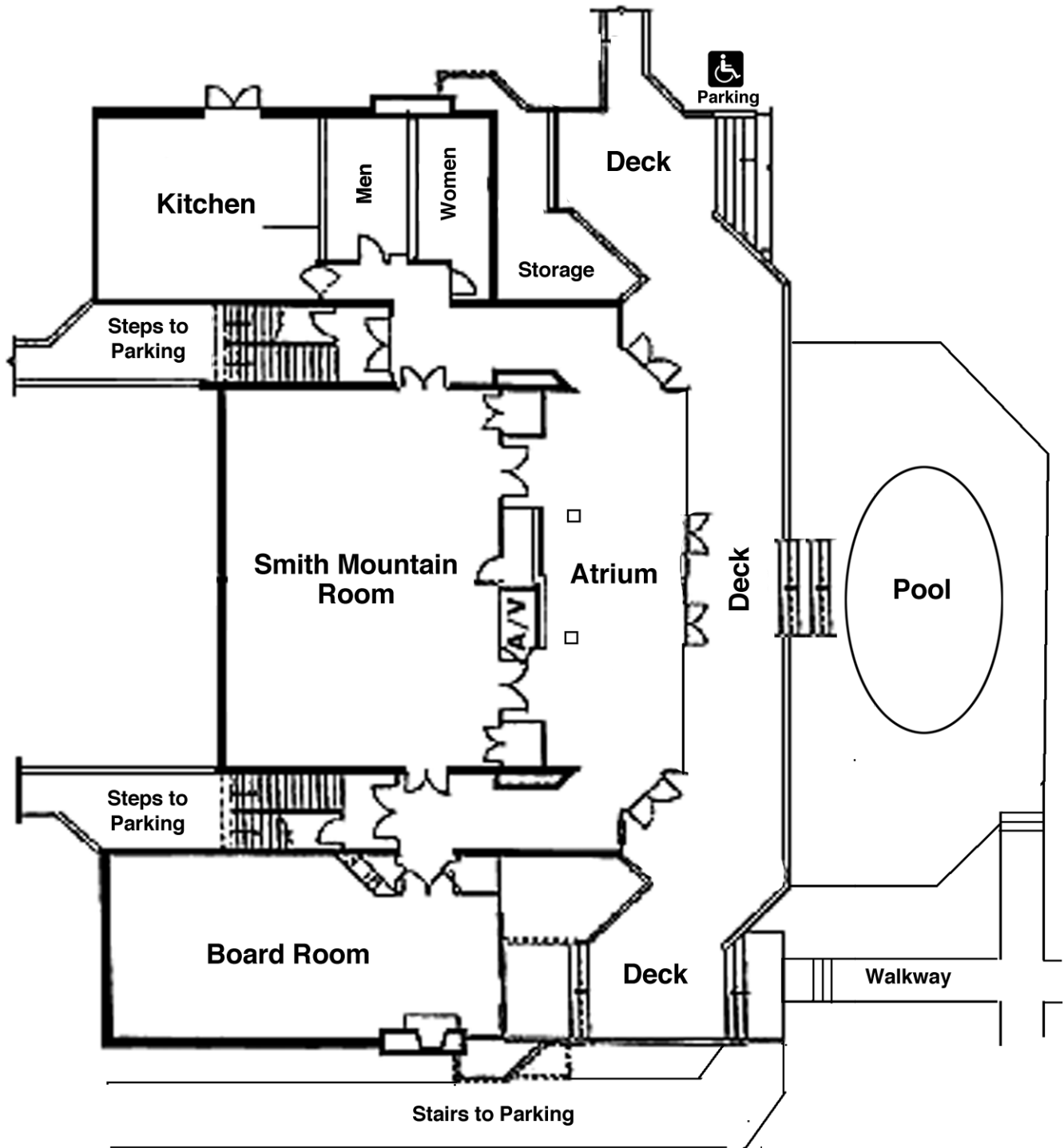
## **Conference Center Deck**

- Dimensions: 21' x 90', outside. Holds up to 150 people
- Tables and chairs are not included with this space
- Outdoor Deck extends the length on the Conference Center Building, Adjacent to the Pool.

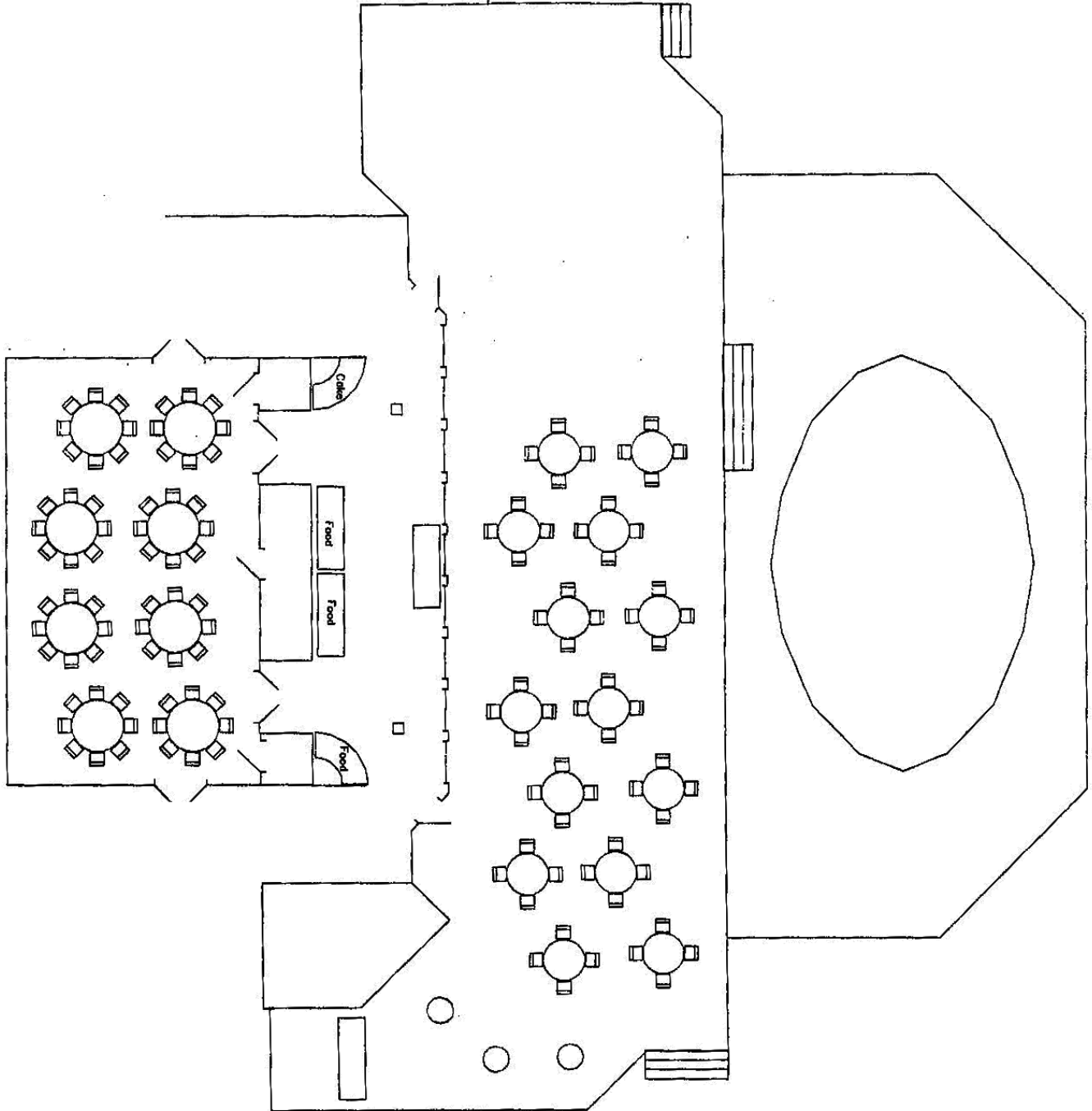
# The Conference Center Photo Gallery



# The Conference Center Floor Plan



# The Conference Center Seating Plan



# *The Clubhouse*

Unforgettable Wedding Venues at Bernard Landing



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

## **2017 Pricing**

### **Clubhouse Decks \$2,800 plus tax**

- Accommodates up to 200 guests
- Tables and chairs must be brought in.

### **Sun Deck**

- Dimensions: 45' x 50', outside. - Large Tiled Deck adjacent to our Olympic size swimming pool
- Tent rental is included, available from April to October

### **Compass Deck**

- Dimensions: 36' x 53 on square and 16 x 33 on rounded front.
- Large Tiled Deck Additional half moon deck adjacent to Clubhouse Deck & Olympic size pool

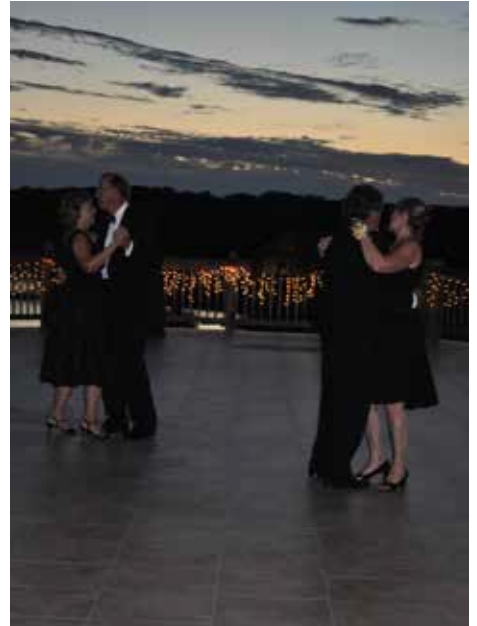
## **The Meeting Planer's Room**

Located on the first floor of the Clubhouse, the Meeting Planner's Room offers a sanctuary, dressing room and staging area for the your event. Use of this room is complimentary when booking the Clubhouse decks. Use of this room is available only on the day of your event, from 8 am until 11 pm. Please be mindful that, during peak season, other groups may be using the room the day before or day after your wedding.





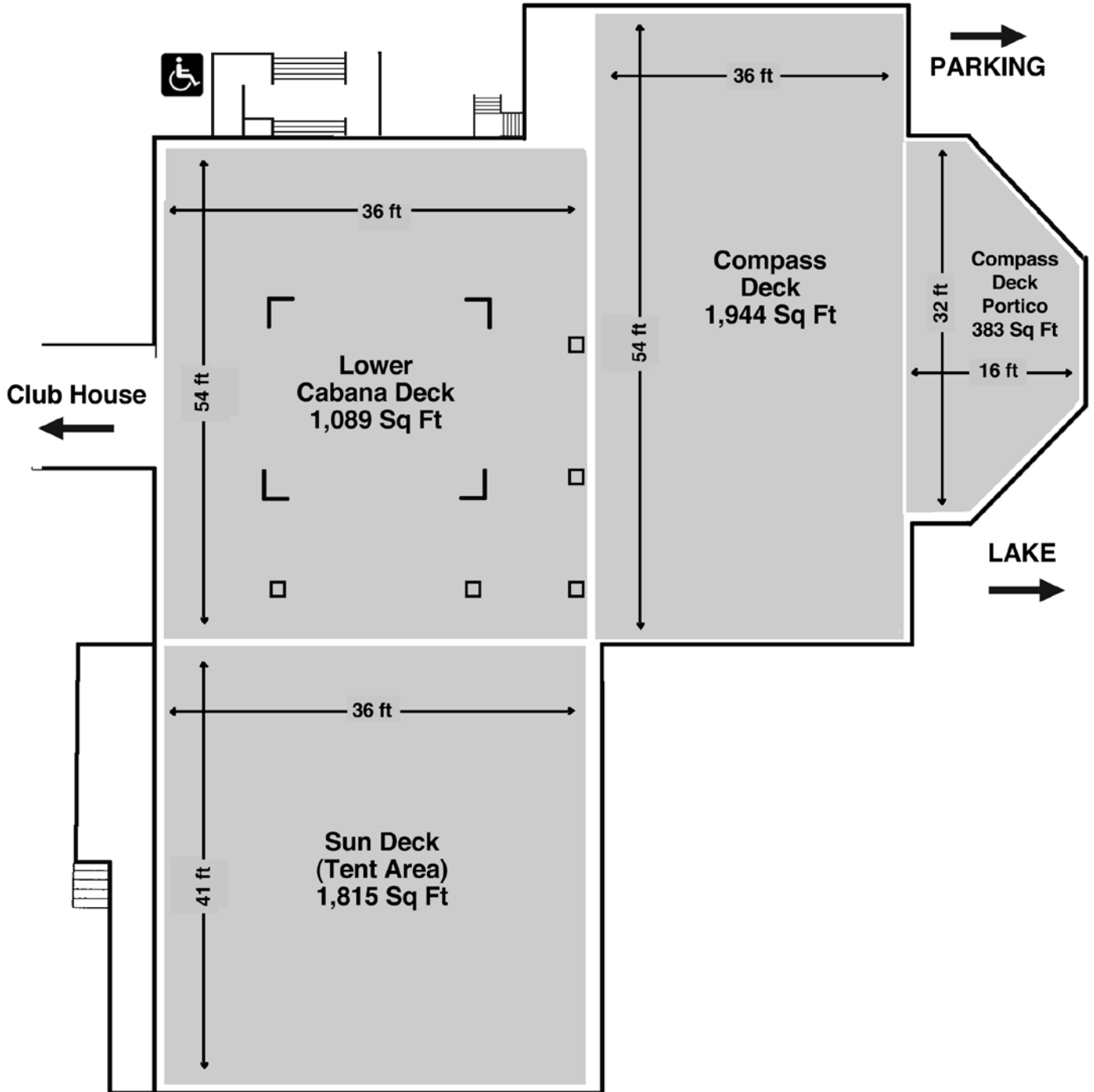
# The Clubhouse Photo Gallery



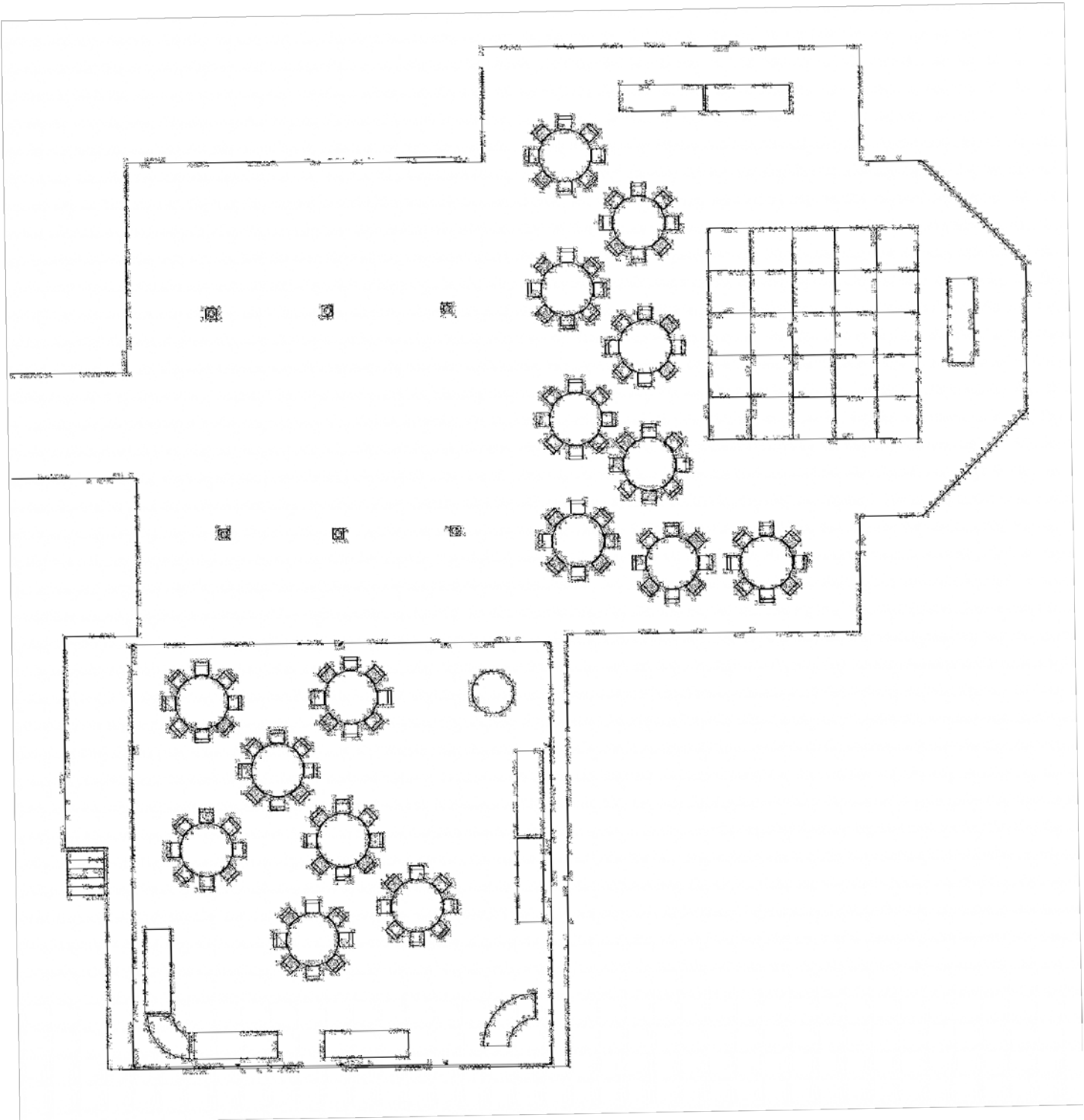
# The Beachside Photo Gallery



# The Clubhouse Floor Plan



# The Clubhouse Seating Plan



# *Festivities*

Unforgettable Event Venues at Bernard's Landing



Located on a gently sloping lawn near the Clubhouse, the Wedding Garden and Beachside Lawn offer convenient and picture-perfect locations for your lake-front ceremony

## **The Pergola** \$ 500 plus tax per day

This is a designated location for wedding ceremonies at Bernard's Landing. The Wedding Pergola offers a beautifully landscaped sanctuary for your wedding party and guests. A large white wedding pergola is the focal point of this location. You will be surrounded by fabulous views of Sailors Cove, Bernards Beach and the surrounding mountains as you exchange vows. The wedding garden is the perfect place to start your new lives.

- Accommodates up to 250 guests
- Rental fee includes use of the Wedding Pergola and nearby grounds, which can easily be decorated to coordinate with the theme of your wedding
- No amenities are included with this area. Tables, chairs, etc must be brought in.

## **Beachside** \$ 400 plus tax per day (based on 250 people or less)

- Accommodates 250 guests
- This location features a large rolling grass lawn overlooking Sailors Cove and the Bernard's Beach
- No amenities are included with this area. Tables, chairs, etc must be brought in by outside vendors.

# *Food & Beverage*

Flexible and affordable options when you choose our water-front wedding venues



## **WOW! It's being catered by The Landing**

Catering and event planning services at Bernard's Landing are provided by the award-winning Landing Restaurant, Smith Mountain Lake's premier dining destination. The Landing's staff will handle everything related to food without you lifting a finger. Bruno Silva, Executive Chef / Owner, and Tiffany Silva, Event Planner and co-owner will work with you to create interesting menus that reflect each couples' tastes and fit within their budget.



## **Your options are unlimited**

We understand that you may have personal reasons to choose a caterer other than The Landing. It's no problem. Only Bernards Landing offers you the flexibility of bringing your own caterer. We want your event to be exactly the one you have dreamed of.



# *Event Requirements*

For your function at Bernard's Landing

## **FUNCTION TIMES**

Function space is only held from 9am – 11pm for the date indicated on your contract. Please note, that your contract states the actual start time of your event. All functions must end by midnight.

## **REHEARSAL & DAY BEFORE SETUP**

Should you wish to have a rehearsal the day before your actual event or want to begin your table and chair setup a day early an additional \$200 is required.

## **CLUBHOUSE RENTAL FEE INCLUDES**

At our Clubhouse location, you are renting the outside lower decks. They are listed as the Sun Deck which has the tent and the Compass Deck which is completely open and rounded at the front. The upper deck is available for guests to mingle. **BEGINNING IN 2015**, tables and chairs will no longer be included with the Clubhouse Deck Rental. All tables, chairs, linens, china, flatware, etc. will need to be brought in. Our 40x40 tent is included in the rental and is set on the Sun Deck in April and will remain up throughout the season. Bernard's Landing does not have sides for the tent, but sides can be rented from Aztec Rental. Aztec Rental can be reached at 540-989-1231, press 3 for Party Supplies.

## **NO FOOD OR BEVERAGE ALLOWED IN THE CLUBHOUSE**

You have access to the inside of the actual Clubhouse Building when you rent the outdoor decks, for the use of the bathrooms, Bridal Changing Room and our storage room. Food and beverages should not be displayed, served or prepped inside the Clubhouse. Should you choose to engage an outside caterer, please inform your catering company that food preparation is not allowed in our Clubhouse.

## **CONFERENCE CENTER RENTAL FEE INCLUDES**

At the Conference Center, tables and chairs are included with the rental fee. There are 12-5' tables for guest seating along with 100 chairs, as well 4-6' tables for food display. All other items: linens, china, flatware, etc will need to be brought in. Bernard's Landing does not have tents for the Conference Center Deck – these will need to be rented from an outside vendor.

## **WEDDING PERGOLA & BEACHSIDE RENTAL FEE INCLUDES**

The Wedding Pergola is a "ceremony only" location. Your rental includes the Pergola and the surrounding grassy area. The Beachside area encompasses a large rolling grass lawn overlooking Sailors Cove and Bernard's Beach. That "lawn area only" is what you are renting. It does not include access to the beach or the Clubhouse. Neither site includes tables or chairs. All items must be brought in for these locations.

## **SETUP & BREAKDOWN**

Bernard's Landing sells space only therefore the setup, cleanup and breakdown of tables and chairs are the responsibility of the client/group.

- **CLUBHOUSE SETUP & BREAKDOWN** – Since all items must be brought in for this location, we understand that your rental company may deliver them a day early and may not pick them up for a day or two after your event. We will have security open all Clubhouse doors for your group by 9 am on the morning of your event so that you and your vendors can begin setup and decorating. All tables and chairs are to be broken down and placed neatly underneath the tent immediately following your function (no exceptions). Items such as flowers, planters, archways can be broken down and picked up the next morning as long as it does not interfere with another function.
- **CONFERENCE CENTER SETUP & BREAKDOWN** – Security will unlock all Conference Center doors for your group by 9 am on the morning of your event so that you and your vendors can begin your setup. All round tables are stored inside the Smith Mountain Room storage closet and should be neatly placed back in that location at the end of the night. All chairs are stored in our large storage room and should be neatly placed back in the storage room at the end of the night. Chairs should be stacked 8 chairs high and placed neatly in the back left of the storage room for the next group to use them (chair dollies are available for use). If chairs are not stacked neatly, additional charges will be applied to the credit card on file. We do understand if your rental company delivers other items the day before your event and does not pick them up until the next business day.

## **CLEANUP**

It is the groups' responsibility to clean up the reserved area immediately after their function. All venue spaces can be seen by the public and for that reason areas must be cleaned up immediately. We (the resort) ask that all groups leave the area as it was presented to you.

- **CLUBHOUSE CLEANUP** – All decks should be clear of debris such as napkins, wine corks, flowers, etc. If there are large spills that will attract bees or other insects, please remove those from the deck. Please remove all clothing hangers, plastic and boxes from the bridal room and storage room before departing. Brooms, mops, and squeegees are located in the storage room for cleaning purposes. Return of all rental items is the responsibility of the client, not Bernard's Landing.
- **CONFERENCE CENTER CLEANUP** – The Conference Center has several areas that require cleanup. \*Kitchen cleanup requirements are listed in the another section\* The Smith Mountain Room should again be clear of all tables and chairs. If there are large amounts of cake or other items on the floor or rugs, please vacuum. If the Atrium floor is sticky from spills or has crumbs from food, please sweep and mop. Please remove all items from the walk-in and from our large storage area. Groups should not leave trash in the storage room or alley way – if so, additional charges will be applied to the credit card on file. The Board Room should also be vacuumed if used and chairs should be placed back in a neat fashion around the table.



## **ELECTRICAL OUTLETS**

Electrical outlets are scattered throughout each location. For electric at the Wedding Pergola, you will need approximately 265 feet of drop cord ran to accommodate this.

## **DECORATIONS**

All decorations are brought in. Anything that you attach to our walls or hang should be removed at the end of the event (this includes the string, tape, or wire that was used to affix the item) CONFETTI IS NOT ALLOWED AT ANY LOCATION. Bubble machines are not allowed on the Clubhouse Deck or inside the Conference Center. Smoke machines are not inside the Conference Center. Candles are allowed. Sparklers are allowed but all sparklers should be picked up after they are used and thrown away. All flower petals should also be picked up and thrown away (this includes when being used at the ceremony sites in the grass).

## **RAIN SPACE**

If you are having an event outside, Bernard's Landing does not hold rain space. 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 11 pm. If Bernard's Landing receives a 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**

All 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**

Bathroom facilities are located at the Clubhouse and Conference Center locations. There are no bathroom facilities at the Wedding Garden and Field by the Beach. Port-a-potties (rented by the group) are allowed in the field but must be picked up the day after your function.

## **SALES TAX**

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

## **DEPOSIT**

The resort requires an advance deposit of \$300-\$1,000 to reserve a date and location. This deposit is non-refundable.

## **PAYMENT**

A credit card number is required to guarantee payment. Full payment due date is dependent on date of booking and date of event. A 4% fee is added to all credit card and debit card payments.

## **CANCELLATION POLICY**

Cancellation within 6 months of your wedding date will result in full payment of the rental fees due if the resort cannot re-book your date (at the same rental price). Your deposit is automatically forfeited.

## **STAFF ON-SITE**

A Bernard's Landing staff member will not be on-site to oversee your event. Should you need assistance, you will need to contact Security at 540-721-8316 and they would be more than happy to help.

## **OUTSIDE CATERING COMPANIES**

Other catering companies ARE allowed on 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](http://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 office. If ALL trash is not removed, additional charges will be applied to the group's account. Charges range from \$50-\$500.

# *We Recommend*

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

## **Photographers**

- Amy Graybill, 540-293-1645  
[www.amygraybillphotography.com](http://www.amygraybillphotography.com)
- Lesley Wray, 540-420-5151  
[www.forgetmenotphotographyandkeepsakes.com](http://www.forgetmenotphotographyandkeepsakes.com)
- Teresa Bernard, 540-489-7722  
[www.studiobellevisage.com](http://www.studiobellevisage.com)
- William Mahone, 540-467-0475  
[www.insightphotos.biz](http://www.insightphotos.biz)

## **Rental Company**

- Aztec Rental  
540-989-1231 ext. 3, [www.aztecrental.com](http://www.aztecrental.com)

## **DJ Service**

- Mark Taylor, 540-314-6942  
[www.mastertaylorentertainment.com](http://www.mastertaylorentertainment.com)
- Wendell Witt, 540-580-5633  
[www.musicmusicandmusic.com](http://www.musicmusicandmusic.com)

## **Band Information**

- Kings Entertainment, 540-989-5464  
[www.keausa.com](http://www.keausa.com)

## **Cakes**

- Breadcraft, 540-562-4112  
[www.breadcraftbakery.com](http://www.breadcraftbakery.com)
- Wildflour, 540-343-4543  
[www.wildflour4thst.com](http://www.wildflour4thst.com)

## **Florist**

- Angela Corsair, 540-798-4662  
[www.corsairevents.com](http://www.corsairevents.com)
- George's Flowers, 540-283-4299  
[www.georgeslowers.com](http://www.georgeslowers.com)

## **Transportation**

- K & B Carriage (Horse & Carriage)  
540-537-6182
- Prestige Limousine Service  
540-342-8049  
[www.prestigelimoinc.com](http://www.prestigelimoinc.com)

## **Officiant**

- Jim Rivers, 540-342-5144
- Rev. Frances Barnhart, 540-3662-1069,  
[www.allfaithministry.com](http://www.allfaithministry.com)

## **Lake Cruise**

- Virginia Dare Cruises, 540-297-7100  
[www.vadarecruises.com](http://www.vadarecruises.com)

## **Pampering:**

- Modern Nail Spa, 540-719-1100
- Salon One, 540-719-0025  
[www.salononesml.com](http://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