



UNIVERSITY EVENTS

1. Availability & Planning

Prospect House is available throughout the year for University breakfasts, luncheons, dinners, meetings and receptions. To request a reservation or to begin the event planning process, please email prospect@princeton.edu or call the Catering Department at 609.258.3455, Monday through Friday, 9 am–5 pm. The reservation request should include the following information:

- Event date (include first choice and second choice)
- Event time (include start time and end time)
- Approximate guest count
- Event contact name, phone number, e-mail
- University chart string

After the reservation request has been processed, an event summary with a unique event ID number will be e-mailed to the event contact. The summary must be approved by e-mail or fax for the reservation to be confirmed.

2. Menus & Beverage Selection

Menus and beverage selections may be made at any time once the reservation has been confirmed. Decisions must be finalized at least 10 business days prior to the scheduled event. Selections made after this time are subject to availability, chef approval and subject to additional charges. Special beverage requests must be received at least 15 business days in advance.

3. Custom Menus

When choosing a menu for your event, please let the catering representative know if there are any special dietary requirements. Additionally, special requests for items not listed on the menu or a fully customized menu may be accommodated upon consultation with and approval from the executive chef (additional charges may apply).

4. Guarantees & Minimums

Final guest counts (guarantee number) must be provided at least 5 business days prior to the scheduled event. Billing is based on the guarantee or actual number of guests, whichever is greater.

5. Cancellations for University Events

Events may be cancelled by calling 609.258.3455 and speaking with a catering representative or

by email at prospect@princeton.edu. Please do not leave a cancellation message on the voice mail.

The following cancellation fees apply:

40 guests or less: Cancellations are accepted at least 7 business days prior to the event without penalty. Cancellations within 4 to 6 business days of the event will incur a cancellation fee of \$100. Cancellations within 3 business days of the event will be charged the full estimated cost of the event.

Over 40 guests: Cancellations are accepted at least 15 business days prior to the event without penalty. Cancellations within 4 to 14 business days of the event will incur a cancellation fee of \$300. Cancellations within 3 days of the event will be charged the full estimated cost of the event.

6. Room Rental Charges

Prospect House does not charge a room rental fee for events that require breakfast, lunch, dinner or break service. The following rates apply for meeting space without food service.

- \$60 for a two-hour period
- \$120 for a eight-hour period prior to 11 am or after 2:30 pm

7. Seating Capacities

Please note that the following numbers use our existing house chairs. Rental chairs may provide additional capacity.					
Room	Standard Configuration	Reception	Theatre	Classroom	U Shape
Garden Room	135	250	175	100	X
Presidential Dining Room	50	75	60	24	24
Drawing Room	32	75	X	X	X
Library	32	50	40	20	21
Parlor	10	X	X	X	X
Tap Room	50	75	X	X	X
Room A	16	30	X	X	13
Room B	10	X	X	X	X
Room C	20	40	X	X	X
Room E	40	50	40	X	21
Room F	14	X	X	X	X
Room G	20	X	X	X	X

Please consult with the Catering Department for additional configurations for rooms. The minimum capacity for University events in the Garden Room is 60 guests. Prospect House and most spaces within are accessible by persons with disabilities. If any special accommodations are needed, please inform the Catering Department when making a reservation request.

8. Administrative and Staffing Charges

The administrative and staffing charges are for the administration of staff and management oversight for the function, are not purported to be a tip or gratuity and will not be distributed as a tip or gratuity to the employees who provided service to the guests.

Staffing charges:

- Captain: \$40.00 per hour, four-hour minimum, 60 guests or more
- Bartender: \$32 per hour
- Butler: \$30 per hour, lunches & receptions, minimum 4 hours Butler: \$30 per hour, dinners, five-hour minimum
- Executive Chef: \$40.00 per hour, event duration, 60 guests or more
- Culinary Cooks, Exhibition Chef and Station Attendant: \$30 per hour, event duration
- Pantry: \$30.00 per hour, event duration
- Parties of 150 guests or more will require additional staff. Please consult with the catering manager.
- Overtime is charged at a rate of \$400 per hour if requested at least 2 business days prior to the scheduled event. The rate is \$600 per hour if requested less than 2 business days.

9. Dangers and Liability

Due to the historic significance of Prospect House, great efforts are taken to preserve the house and its surroundings. Event sponsors will be responsible for any damages that are the result of willful and negligent behavior on the part of their guests.

10. Alcoholic Beverage Service

Prospect House holds a club liquor license. Any alcohol for events must be purchased directly through Prospect House. Prospect House reserves the right to refuse serving alcoholic beverages to any guest who appears to be intoxicated.

11. Special Requests and Additional Services

The Prospect House Catering Department can assist in the planning of special events such as holiday parties and retirement dinners. The Catering Department will coordinate any additional event details including equipment or furniture rentals, linens and can provide suggested vendors for florals and décor. The event sponsor is responsible for all costs associated with these services.

Audio/visual rentals may be coordinated directly with [Princeton University Media Services](#).

12. Billing & Methods of Payment

Departments are billed directly using the University chart string provided at the time of making the reservation. All University functions are tax-exempt.

13. Service Times

Food and cocktail service is available in the following blocks.

- Breakfast/luncheon: two-hour blocks
- Dinner: three-hour blocks
- Cocktail Reception: one-hour blocks
- Overtime is charged at a rate of \$400 per hour if requested at least 2 business days prior to the scheduled event. The rate is \$600 per hour if requested less than 2 business days.