



OCCASIONS & CELEBRATIONS

1. Delivering Hospitality Excellence to Premier Clients

Prospect House, the faculty and staff club at Princeton University, is available throughout the year for your special event. Prospect is open to members and their guests Monday through Sunday by special arrangement. As a non-member, Princeton University alumni and graduate students can apply for approval to use Prospect House for a personal event. Please call the Catering Department at 609.258.3323 or 609.258.3456 to obtain details.

2. Use of Prospect House

Prospect House is a private club for all full-time and staff of Princeton University. Use of the house is reserved for, but not limited to, members of Prospect House and their guests and is open year round. Your Princeton University employee identification card entitles you to the membership to Prospect House. As a member, you are eligible to reserve space(s) at Prospect House without a facility fee.

As a non-member, Princeton University alumni and graduate students can apply for approval to use Prospect house for a personal or family event with a Facility Fee payable to Princeton University.

Facility Fee Payable to Princeton University:

Garden Room – \$1200

Presidential Dining Room – \$300

Drawing Room – \$150

Library – \$200

Full House - \$2250

Non University, not-for-profit organizations who are interested in using Princeton University facilities, inclusive of Prospect House, must call the [Princeton University Office of Conference and Event Services](#) at 609.258.6115.

If your event will have music and entertainment, we require the entire house be reserved for your event. All of the catering, details and event management are handled by Restaurant Associates, the exclusive caterer for Prospect House.

Should you choose to have dancing at your event, there is a rental fee of *\$1075.00 for the dance floor in the Garden Room but no additional cost if you have the dancing in the Presidential Dining Room. The Presidential Dining Room is adjacent to the Garden Room and is all hardwood flooring.

If you would like to schedule a site tour, please contact us to schedule an appointment. Site tours are by appointment Monday through Friday during business hours. The weekends and evenings are

generally occupied with events that require our undivided attention however on occasion; we are able to accommodate appointments outside of business hours.

Please call the Prospect House Catering Department at 609.258.3323 or 609.258.3456 to obtain details or schedule and appointment.

3. Booking your Event

When you are ready to book your event at Prospect House, you will need the information below in order to proceed.

User Name (person affiliated with Princeton University):

User Address:

User Phone Number(s):

User Email:

Designee (person who is also permitted to make decisions):

Designee Address:

Designee Phone Number (s):

Designee Email:

Preferred Date of Event:

Start Time of Event:

Estimated Guest Count:

There are two contracts that are completed. You will receive an email with the contracts from a representative at University Services. Upon issuance, you will have 21 days to review, sign and return the contracts with the appropriate payments. All of this would confirm a reservation.

4. Special Arrangements

Prospect House is handicapped accessible. If wheelchair accessibility is required, please let a catering representative know. Vendors have two hours access prior to the Prospect House event time. Additional time may be arranged with the Catering Department, additional charges may apply.

5. Prospect House Social Event Menu

The social event a La Carte Menus provides wonderful options for brunch, receptions and dinner. The menus purchased allot you the amount of time in the house. For instance, a reception allots one hour and a dinner allots 3 hours to total a 4 hour event. The prices per person are attached to the entrée. Additional fees include staffing, 15% Administrative Fee, Sales Tax, TULIP insurance and any rental items you may choose to add. Additional time in the house may be purchased should you wish to extend the time of your event beyond the menu allotted time.

6. Prospect House Social Event Packages

The Social Event Package is a package built with many wedding details in mind. It is a four hour event with a one hour reception which includes two specialty stations, passed hors d' Oeuvres and a nonalcoholic beverage arrangement including standard and classic cocktail mixers and garnishes. A three hour dinner to follow includes a starter, soup or salad and entrée. This package also includes round tables with ivory or white tablecloths to the floor and napkins, standard wedding cake and a special surprise for guests on the way out. Also included is a complimentary tasting for two (2) to attend Annual Wedding and Social Event Tasting Event held in March, helpful information including suggested beverages & liquor, suggested vendors and an event timeline for planning your event at Prospect House. The prices per person are attached to the entrée. Additional fees include staffing, 15% Administrative Fee, Sales Tax and TULIP insurance. Other additional fees may include any rental items that you choose to add for your event. Additional time in the house may be purchased should you wish to extend the time of your event beyond the standard 4 hours.

7. Billing and Methods of Payment

In addition to the deposits and facility rental fee (if applicable) which User is required to pay, the payment schedule is as follows:

- \$500.00 Deposit required at time of booking
- 25% of anticipated cost due six (6) months prior to the event
- Balance and guaranteed guest counts due ten (10) business days prior to the event.

Deposits and payments may be made via major credit card or personal check. All payments associated with this contract, exclusive of the facility rental fee, should be made payable to Restaurant Associates. Declined credit cards or checks returned due to insufficient or unavailable funds may result either in the cancellation of the Event, or in required payment via certified check or money order prior to the Event. In addition, there is a \$50 fee on any returned check.

8. Event Minimums

Event food and beverage minimums for outside groups/personal events:

Prospect House Full	Garden Room	PDR, Drawing Room or Library	Second Floor Meeting Room	Palmer House
7,500	5,000	2,500	1,500	1,000

Any outside group / personal event wishing to have full access to Prospect House on a Saturday or Sunday including use of the Garden Room would be required to meet the \$7,500.00 F&B. (not including, rentals, staffing charges, administrative fees or tax). This will allow the user sole use of Prospect House and no other events will be booked at the same time.

Any outside group / personal event wishing to use a portion of Prospect House on a Saturday or a Sunday requires a \$5,000 food and beverage minimum for use of the Garden Room, \$2,500.00 for other first floor rooms Presidential Dining Room, Drawing Room or Library, and \$1,500 for second floor rooms (not including, rentals, staffing charges, administrative fees or tax). Other groups will be booked in the same time period.

Monday-Friday after 5:00pm any outside group / personal event wishing to use a portion of Prospect House requires a \$1,500 Food and Beverage minimum (not including, rentals, staffing charges, administrative fees or tax).

9. Administrative & Staffing Charges

All events are subject to an administrative fee of 15% of your total bill. The administrative fee is a fee for the oversight and management of the event. Staffing charges at Prospect House are as follows:

- Captain: \$40.00 per hour, four---hour minimum parties 50 or more.
- Bartender: \$32 per hour
- Butler: \$30 per hour, five---hour minimum
- Executive Chef: \$40.00 per hour, Duration of event, parties 60 or more.
- Culinary Cooks, Exhibition Chef and Station Attendant: \$30 per hour, Duration of event
- Pantry: \$30.00 per hour, Duration of event

10. Dangers & Liability

Due to the historic significance of Prospect House, its furnishings and grounds, 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. Event sponsors are responsible to collect all belongings at the end of their affair. Prospect House is not responsible for lost, stolen or items left behind.

Due to local health code restrictions, under no circumstances are clients allowed to bring food in or take remaining food to go. Prospect House is a smoke---free facility.

11. Prohibited Materials

The following materials are strictly prohibited at Prospect House and on all Princeton University property:

- Rice rose petals & bird seed
- Taper Candles (any other candles must be enclosed by glass)
- Confetti & glitter will incur a cleaning charge.
- Smoke machines & dry ice
- Items affixed to walls
- Pets (inside only, unless official guide or therapy dog)
- Sparklers or Fireworks of any kind

12. Alcoholic Beverage Service

Prospect House reserves the right to refuse serving alcoholic beverages to any guest who appears to be under 30 years of age or intoxicated.

Should you wish to serve alcohol at your event, members are required to purchase alcohol from Prospect House and non-members are required to provide their own alcohol and Restaurant Associates will provide the service of the products (750 ml or 1 liter bottles of Alcohol, 750ml of wine and bottled beer will only be accepted.)

13. TENANTS & USERS LIABILITY INSURANCE PROGRAM (TULIP)

Princeton University requires for Prospect House and Palmer House events held by individual faculty, staff, or alumni that each event sponsor have a general liability insurance policy (“event coverage”) to protect the event sponsor and Princeton University against claims by third parties who may be injured while participating in the event on the Princeton University campus.

Additionally, if alcohol will be served during the event, alcohol liability coverage is also required. Proof of insurance coverage is required 20 days prior to the event.

The University has made available to each individual event sponsor a Tenants and Users Liability Insurance Policy (TULIP), inclusive of Terrorism Risk insurance (TRIA), which is low in cost. The Catering Manager will provide further details as part of the event planning process and arrange for coverage to be purchased.

14. Policy for Use of Prospect Gardens

The beautiful Gardens of Prospect House are a delight for all who visit the campus. Our primary responsibility is to provide a garden floral display that can be enjoyed by the University community and visitors to the campus. In order to maintain the exquisite appearance of the Gardens, please adhere to the following restrictions:

- The lower gardens may not be used for ceremonies of any kind.
- The lower gardens may be used for picture taking purposes only.
- Ceremonies may be performed in the Rose Garden and side of the house (by the Cedar of Lebanon) only.

The use of platforms and tents is strictly prohibited. Use of canopies is allowed. The Gardens are reserved for wedding parties having their reception at the Prospect House.

If you are not having your reception at the Prospect House, you may still be able to reserve the use of the Gardens for pictures by calling Prospect House Catering office at 609.258.3323 or 609-258-3456 one week prior to your event. Permission will be granted only if there is not a wedding at Prospect House that day. If a wedding is scheduled at Prospect House the day you would like to use the Gardens, the wedding takes precedence and you will no longer be able to use the Gardens.

We appreciate your support of our effort to maintain the Gardens.

15. Parking

Lot 10 and Lot 13 (off of William Street) are available after 5:00 p.m. on weekdays and any time on weekends. It is approximately a 5 minute walk between the parking lots and Prospect House.

All social events are allowed three (3) parking spaces on the Prospect Circle for the duration of your reception. Arrangements for these spaces will be made directly through your Prospect House representative.

Transportation shuttle approval must be arranged through the Parking & Transportation Office at 609.258.3175. Shuttles accommodating 23 passengers or less are allowed access to central campus for drop-off and pick-up of guests. Shuttles must park in Lots 10 and 13 between drop-off and pick-up times. Please be advised that not all shuttles fit through the entrance gate to Prospect House.

Vendors are permitted to unload/pick-up at Prospect Circle with a 30 minute limit. Vendors must park in Lots 10 and 13 between unloading and picking up materials. Please make sure your vendors are aware that it may take up to 20 minutes to park and walk back to Prospect House.