

Pratt

Summer Conference Housing 2020



About the Institute Environs....

Pratt Institute is located in the historic Clinton Hill section of Brooklyn, a neighborhood just 20 minutes from midtown Manhattan. The neighborhood is characterized by, elegant turn-of-the-century mansions, and broad tree-lined streets. During the past decades, Clinton Hill has been “discovered” by new residents who have renovated its spacious Victorian buildings at a rapid rate.

The Institute is located in the midst of many mass transit lines and just blocks from the Brooklyn-Queens Expressway, making it easily accessible from all boroughs of New York City. The G-train subway line is two blocks from campus. From this line, easy transfers are available to the A and C-trains, Manhattan bound, as well as the F-train, Brooklyn bound. Also, three bus lines, adjacent to the campus provide easy access to downtown Brooklyn and Prospect Park.

About the campus

Pratt Institute is committed to the development and training of professional artists and designers. The many galleries on-campus display the works of both faculty and students. The academic buildings offer space for classroom meetings, and large activity spaces for summer conference groups. These facilities need to be reserved well in advance for space is limited and in great demand. Also, the Academic Resources Center offers athletic facilities indoors...the third largest indoor athletic facility in New York City. Again, arrangements for this facility must occur well in advance and may involve a fee. Finally, the campus grounds provide open spaces, ideal for outdoor activities.



About the conference building...

Emerson Place Residence is our newest residence hall designed for the first-year student community. The hall is adjacent the Film and Video Building, Myrtle and Willoughby Halls. It includes 9 residential floors each containing 12 double occupancy rooms, arranged around a common lounge. Each floor is also has one fully accessible single occupancy room with its own bathroom. The total capacity of each floor is 25, including an accessible single. The bathroom facilities are outside the rooms, featuring all single use shower rooms and toilet rooms.

In addition to the resident floors, the building has a large open main lounge space, with a smaller closed meeting space and a large closed work/meeting space located on the first floor. There is also a small group space and laundry facilities on the lower level.





Rates...

Conference rates are based on a weekly basis. The double room rate (two persons per bedroom) is \$290.00/week per person or \$46.00/per person per night for stays less than 6 nights. The single room rate (one person per bedroom) is \$360.00 /week per person or \$58.00/per person per night for stays less than 6 nights. A linen charge of \$20.00 per week or a portion thereof, includes sheets, blankets, towels and toiletries.

Note: single and double rooms may not necessarily be located on the same floor. Meal plan rates vary with a minimum of \$100.00 per week.

Availability Summer 2020

May 24 – July 25

Double room with single use common bath, housing for groups up to 220 participants in double occupancy, in Emerson Place Residence.

Dining options...

The campus dining is provided by AVI Fresh. During the summer months, they provide regular meal service in the main dining hall; and operate a convenience store located in Willoughby Residence Hall. Special meal plans for conference participants may be established. And purchases can be paid either by debit card or cash; diners pay for what they order, a la carte. The hours vary during the summer months and arrangements need to be made well in advance. AVI Fresh also provides an extensive catering service to provide your group with special meals.

Reservation and Payments...

To ensure your space, you must complete an online request form:

[Click here to go to the online form.](#)

A 25% deposit will be due no later than 30 days after the request is received and approved; with an additional 25% deposit due 60 days prior to the conference. The balance is due at check-in.

Any questions: (718) 399-4551

PRATT INSTITUTE
OFFICE OF FINANCE & ADMINISTRATION
EXTERNAL ORGANIZATION INDEMNITY & INSURANCE REQUIREMENTS

Our insurance broker Marsh USA Inc. has advised Pratt Institute, that the following indemnity and insurance requirements for all external organizations conducting events at Pratt Institute be evidenced prior to the event.

A written contract with the sponsor of the event which indemnifies and holds Pratt harmless for the activities of the lessee while they and any individuals participating in the event / activities are on the premises.

1. A certificate of Insurance from the sponsor of the event, as well as any outside contractors that they may bring on the premises evidencing the proper coverage and naming Pratt Institute as an additional insured. The limits of coverage should be as follows:

- General Liability - \$1 million per occurrence /\$2 million annual aggregate for all loss to individuals including death and property;
- Automobile Liability - \$1 million per accident for all Autos used by the Lessee whether owned, borrowed or hired;
- Workers' Compensation - Statutory benefits including Employer's Liability for at least \$500,000/\$300,000/\$100,000;
- Umbrella Liability - At least a \$5 million per occurrence and annual aggregate limit, which will provide coverage excess of those, listed above. Note that all Certificates of Insurance must be submitted to the Office of Finance & Administration a minimum of 10 days in advance of the event. Final Confirmation of an organization's reservation will not be made until all insurance requirements have been met.