



Summer Conference in Brooklyn

Pratt

 **RLH** RESIDENTIAL LIFE
AND HOUSING

Where we are located...

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.

The campus is located near many mass transit lines and just blocks from the Brooklyn-Queens Expressway, making it easily accessible from all boroughs of New York City. Convenient subway line and bus lines allow easy access to various parts of Brooklyn and NYC.

What we are about...

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 Athletic 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.



Our summer conference facility...

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

In addition to the residence 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 ground floor. There is also a small group space and laundry facilities on the lower level.



Availability (Late May - Early July)

Double or single room(s) w/ single-use common bath.
Housing for groups up to 220 participants.

Room Rates

Rates for 2023 summer:

Room rates are based on a weekly basis and are billed per person:

Double room (two persons per bedroom):
- \$265/week per person

For stays less than a week (6 nights or less):
- \$45/night per person

Single room (one person per bedroom):
- \$365/week per person

For stays less than a week (6 nights or less):
- \$55/night per person

A linen charge of \$70 per week, includes sheets, blankets, towels and toiletries

Note: single and double rooms may not necessarily be located on the same floor.

Dining options...

On campus dining is provided by AVI Fresh. During the Summer months, they provide regular meal service in the main dining 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.

Guests can also dine at the many local venues near campus on Myrtle Ave and DeKalb Avenues.

Reservations and Payments...

Start your request by completing our online form:

[Submit your request for conference housing here.](#)

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

For more information, contact us:
reslife@pratt.edu
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