

STAYBRIDGE SUITES PRINCETON

Meeting Space & Banquet Rooms



4375 Route 1 South
Princeton, NJ 08540
United States (USA)

Room Name	L x W x H (Feet)	Size (Sq. Feet)	Banquet 5'/6'	Crescent	Classroom	Hollow Square	U-Shape	Boardroom	Convention 8'/10'	Theater	Reception	Registration
Campus I & II	20 x 48 x 8	960	60/50	--	40	23	36	23	--/--	50	50	--
Ivy League	22 x 23 x 8	700	40/40	--	29	17	20	17	--/--	35	40	--
Boardroom	14 x 22 x 8	308	--/--	--	--	--	--	10	--/--	--	--	--
Campus I or II	20 x 24 x 8	575	--/--	--	20	14	16	14	--/--	25	--	--
Campus I or II	20 x 24 x 8	575	--/--	--	20	14	16	14	--/--	25	--	--

† Section Room

Convention (trade show) capacity shown is the max number of booths. All other room type capacity shown is the max number of people.

Campus I & II

The Complimentary Essentials We offer everything you need to make your event easy and comfortable - Extension cords with power strips - Ice water and glasses - Phone line with speaker/conference call ability - Whiteboard writing surface with pens and eraser The Extras The following items are available upon request - Audio/Video equipment - Overhead Projector with 6' Screen - High Speed Internet connection (Hub with 16 port connection available) - Fax transmissions and photocopying - Flip Charts - Catered gatherings - In House Meeting consultant Catering Capabilities Our affordable catering services provide exquisite fare for all your guests - Private Breakfast Buffet available in meeting room - Extensive variety of menus for any occasion - Complete meeting packages available We are happy to facilitate any menu requests you may have. **BANQUET & CATERING INFORMATION MENU SELECTION** The items listed in our banquet menus are catered by a local catering service and are by no means the only items available by the caterer. Please feel free to request special menus or alternate food options. Changes and additions will be accepted up to 24 hours prior to the event and special menu requests up to 72 hours prior. **AUDIO/VISUAL EQUIPMENT** We will be pleased to arrange for any audio/visual requirements for your function. For extensive set-ups, arrangements can be made through our office to contact local professional audio/visual services. **BILLING** An acceptable form of payment must be agreed upon during initial booking arrangements. Acceptable forms include advanced deposit (pre-payment), direct billing (subject to approval) or completed credit card authorization form. Advanced deposit consists of an initial deposit upon booking, one third of balance due 6 months out, one third of balance due 30 days out with the balance due 3 days out. **DECORATIONS** We are happy to assist with recommendations for freshly cut flowers, centerpieces, and entertainment. The hotel will not permit the affixing of anything to walls, floors, or ceiling with nails, staples, tape or any other substance. Business Services Staybridge Suites Princeton offers a variety of business services to cater to your conference needs. Example: Photocopy Service, Transparencies, Fax Transmissions High-speed or Wireless Internet Access Available in every Meeting Room Connect to the Internet or your company network at 50 times the speed of a standard modem. Whether you're connecting one PC or dozens, Verizonm Internet access speeds your data, transfers, and greatly enhances your meeting or conference experience. Connecting is Simple! There are no dial-up numbers, no busy signals, and no local long distance access charges. You pay one low fee per computer for each day of dedicated high-speed access. What to bring for High-Speed Internet Access: • A notebook computer running Windows 95/98/2000/NT or Mac OS 7.5 or later • Web browser such as Microsoft Internet Explorer or Netscape Nav

Room Type:	General Meeting Room	Power Outlets:	8	Amenities Available
Length:	20 Feet	Columns:	0	• Coffee/Tea Setup
Width:	48 Feet	Windows:	3	• Food/Beverage
Ceiling:	8 Feet	Natural Light?:	Yes	• Projection Equipment
Total Size:	960 Sq. Feet	Any Obstructions?:	No	• TV/VCR/DVD
Floor Level:	1	Built In Screens?:	Yes	• WIFI Internet
		Built In Stage?:	No	• Podium
		Built In A/V Equip?:	Yes	• LAN Internet
				• Microphone
				• White Board
				• Flip Chart
				• Air Conditioning
				• Simultaneous Interpretation
				• Sound System

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Ivy League

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Room Type:	General Meeting Room	Power Outlets:	7	Amenities Available
Length:	22 Feet	Columns:	0	• Coffee/Tea Setup
Width:	23 Feet	Windows:	1	• Food/Beverage
Ceiling:	8 Feet	Natural Light?:	Yes	• Projection Equipment
Total Size:	700 Sq. Feet	Any Obstructions?:	No	• TV/VCR/DVD
Floor Level:	1	Built In Screens?:	No	• WIFI Internet
		Built In Stage?:	No	• Podium
		Built In A/V Equip?:	No	• LAN Internet
				• Microphone
				• White Board
				• Flip Chart
				• Air Conditioning

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Boardroom

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Room Type:	Boardroom	Power Outlets:	5	Amenities Available
Length:	14 Feet	Columns:	0	• Coffee/Tea Setup
Width:	22 Feet	Windows:	1	• Food/Beverage
Ceiling:	8 Feet	Natural Light?:	Yes	• Projection Equipment
Total Size:	308 Sq. Feet	Any Obstructions?:	No	• TV/VCR/DVD
Floor Level:	2	Built In Screens?:	No	• WIFI Internet
		Built In Stage?:	No	• Podium
		Built In A/V Equip?:	No	• LAN Internet
				• Microphone
				• White Board
				• Flip Chart
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Campus I or II

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Room Type:	General Meeting Room	Power Outlets:	5	Amenities Available
Length:	20 Feet	Columns:	0	• Coffee/Tea Setup
Width:	24 Feet	Windows:	1	• Food/Beverage
Ceiling:	8 Feet	Natural Light?:	Yes	• Projection Equipment
Total Size:	575 Sq. Feet	Any Obstructions?:	No	• TV/VCR/DVD
Floor Level:	1	Built In Screens?:	Yes	• WIFI Internet
		Built In Stage?:	No	• Podium
		Built In A/V Equip?:	No	• LAN Internet
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Width:	24 Feet	Windows:	1	• Food/Beverage
Ceiling:	8 Feet	Natural Light?:	Yes	• Projection Equipment
Total Size:	575 Sq. Feet	Any Obstructions?:	No	• TV/VCR/DVD
Floor Level:	1	Built In Screens?:	Yes	• WIFI Internet
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