

General Information

We appreciate your interest in The Inn at Harvard. We know that you will be pleased with our excellent service, superb cuisine & magnificent facilities. If you do not see what you are looking for on our menu, please ask! Menus may be personally tailored to meet individual requirements.

Prices

All prices are subject to change without notice, including seasonal menu items. Prices will be confirmed 6 months prior to your function.

Guarantee

A specific attendance figure is needed three business days prior to your event. This figure will be the guaranteed number of attendees, which is not subject to reduction. The Inn at Harvard prepares for this number & charges accordingly. If no guarantee number is given & we are unable to reach you by telephone, the maximum expected attendance or the actual number of people in attendance, whichever is higher, will serve as your guarantee.

Menu Selection

The menu selections, room requirements & all other arrangements must be submitted two weeks prior to the function date in order for The Inn at Harvard to assure staffing & ordering of all requests. If two or more entrees are chosen for a dinner, you must provide a system to designate the different items being served.

Parking

Valet parking is offered to groups based upon availability. There is a charge of \$16.00 per vehicle for valet parking at The Inn at Harvard.

Audio Visual

Standard audio-visual equipment may be ordered from your Catering Manager prior to your function.

Shipping Services

If you are shipping materials for your meeting, please send them to:
The Inn at Harvard
1201 Massachusetts Avenue
Cambridge, MA 02138

Handling charges may apply. To check if your items have arrived contact our Front Desk Agent at 617-491-2222.

Service Charges and Taxes

Prices are subject to a 5% Massachusetts state tax, a 6% Administrative Fee and an 18% gratuity. The 6% administration fee does not represent a tip or service charge for waitstaff, service employees or bartender servers.

Coat Check Room

A coat check room for private functions may be arranged. Your Catering Manager will advise you of the charges for hosted parties.

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