



BUSINESS MEETINGS





## Event Overview

Rent by the hour to host anything from company briefings or project presentations complete with a theatre-style set up.

**By the Hour** - minimum of 2 hours

*All inclusive planning services*

**10-200 Attendants**

**Venue Rental** - \$1000

20% Admin Fee & New York City Tax

## Add - Ons

\*\*\*\$600 per hour rental

**Cocktail Hour\*** - 5:30pm - 7:00pm

\$36pp

with Hors d'oeuvres and canapés

additional \$45pp

**Dinner Service\*** - 7:00pm - 9:00pm

\$65pp

**Audio & Visual Set Up**

\$350

includes 2 speakers, 4 microphones, & projector

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## Sample Event Schedule

5:00 pm - 5:30 pm    Check In

5:30 pm - 7:00 pm    Project Presentation

7:00 pm - 7:30 pm    Closing Remarks



## Event Overview

A full day conference or business meeting program, complete with theatre-style set up, breakout rooms, breakfast, lunch, & coffee breaks.

**All day event** - 9:00 am - 5:30 pm

*Up to 10 hours with Add-Ons*

**50-130 Attendants** - \$65 per person

**Venue Rental** - \$8000

20% Admin Fee & New York City Tax



## Add - Ons

**Cocktail Hour** - 5:30 pm - 7:00 pm \$36pp

with Hors d'oeuvres and canapés additional \$45pp

**Dinner Service** - 7:00 pm - 9:00 pm \$65pp

**Audio & Visual Set Up** \$450

includes 2 speakers, 4 microphones, & projector

**Stage** - 4 x 12ft or 8 x 12ft \$375 / \$750



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## Sample Event Schedule

9:00 am - 10:00 am Check In & Breakfast

10:00 am - 1:00 pm Opening Remarks & Presentation

1:00 pm - 2:00 pm Buffet Lunch

2:00 pm - 3:30 pm Break Out Session

3:30 pm - 4:00 pm Coffee Break

4:00 pm - 5:30 pm Q&As & Closing Remarks