

BUSINESS MEETINGS









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

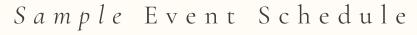
Dinner Service\* - 7:00pm - 9:00pm

\$65pp

Audio & Visual Set Up

\$350

includes 2 speakers, 4 microphones, & projector



5:00 pm - 5:30 pm Check In

5:30 pm - 7:00 pm Project Presentation

7:00 pm - 7:30 pm Closing Remarks



LOWERSCHOOL





## 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



## 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