

Please fill out this form completely, read the policy statement, sign the bottom, and fax 646-514-6783 or email to [reservations@nycseminarcenter.com](mailto:reservations@nycseminarcenter.com)

### Important: Please Read Carefully Before Reserving Facilities

NYC Seminar and Conference Center (NYCSCC) facilities are booked and configured specifically for you as indicated on this reservation form. NYCSCC rooms, computers, software, display systems, PA Systems, internet access, and any other resources are allocated exclusively for your session. Therefore, we must strictly adhere to our policies concerning cancellation and rescheduling.

To place an event on our schedule, you will be charged a **\$100 processing fee** (We accept Visa, Mastercard or American Express). This fee is deducted from your base event fee but is not refundable if you cancel or reschedule. You have up to **2 weeks (14 days)** prior to the event to cancel without any other charges. Once inside of 2 weeks (14 days), your credit card on file will be charged the balance of your base fee. Catering, if applicable, will be settled with the credit card on file at the time of the event.

Your signature/name at the bottom of this form indicates your authority to enter into this agreement, your understanding of this policy, and that you agree to comply, including full payment of any applicable cancellation or rescheduling fees.

### 1 Billing & Contact Information

Company	Contact Name	Contact Phone
Address	E-mail	Fax
City	State	Zip

### 2 Event Information

Name of Event(s)

List All Dates

Daily Start Time	AM PM	Daily End Time	AM PM	Total Hours Per Day	Total Number of Days
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### 3 Facilities & Equipment

Total # of Computers	# of Attendees per Computer	Other Software Requirements
RAM Requirements	Hard Disk Requirements after Installation	Do you need us to install your software? <input type="checkbox"/> Yes <input type="checkbox"/> No
Options:	<input type="checkbox"/> LCD Projector (\$50) - Premium <input type="checkbox"/> LCD Projector (included)	<input type="checkbox"/> Internet Access (included) <input type="checkbox"/> Flip Chart (\$25)
	<input type="checkbox"/> PA System (\$170) <input type="checkbox"/> Polycom Speaker Phone (\$125)	<input type="checkbox"/> 24 - Hour Hold (\$200) <input type="checkbox"/> DVD Player (\$30)
Total Number of Attendees	Base Fee Per Day \$	Additional Fees \$
		Total Fee Per Day \$

### 4 Catering

Yes  No

If you select the catering option, you will also need to fill out one of our separate catering forms. Catering forms **must** be submitted no later than **3 business days** before the start date of your event. All catering at our facility is provided by our in-house catering service. **Outside vendors are not permitted on-site.**

### 5 Additional Requirements or Special Instructions

If there are any additional hardware, software, facilities or miscellaneous requirements or instructions, please describe in detail on your company letterhead and attach or fax to NYC Seminar and Conference Center with this form.

### 6 Payment

Visa  MasterCard  American Express  Discover

Card Number	Expiration Date	Billing Zip	Name on Card
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### 7 Signature

Signature/Name indicates acceptance of NYCSCC's policies as outlined above.

X	Date
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