



LARGE EVENT RESERVATION FORM

Chelsea Center

71 West 23rd Street - Suite 515 & Lower Level
New York, NY 10010

Phone: (800) 326-5494 Fax: (646) 514-6783

www.nycseminarcenter.com

Please fill out this form completely, read the policy statement, sign the bottom, and fax 646-514-6783 or email to 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.

To place an event on our schedule, you will be charged a \$500 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 1 month (30 days) prior to the event to cancel without any other charges.

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

Form with fields for Company, Contact Name, Contact Phone, Address, E-mail, Fax, City, State, Zip.

2 Event Information

Form with fields for Name of Event(s), List All Dates, Daily Start Time, Daily End Time, Total Hours Per Day, Total Number of Days.

3 Facilities & Options

Form with checkboxes for Room Layout (Classroom Style, Theatre Style, Boardroom Style, Other) and Options (LCD Projector, Internet Access, PA System, Podium, Flip Chart, Polycom Speaker Phone, DVD Player). Includes fee calculation fields.

4 Catering

Form with Yes/No checkboxes and text: 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.

5 Additional Requirements or Special Instructions

Empty box for additional requirements or special instructions.

6 Payment

Form with checkboxes for Visa, MasterCard, American Express, Discover and fields for Card Number, Expiration Date, Billing Zip, Name on Card.

7 Signature

Form with a large 'X' for signature and a field for Date.