

Facilities Reservation Form - Nontechnical

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

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.

Your organization may cancel or reschedule your facilities reservation up to two (2) weeks before the scheduled date without penalty. At any time thereafter, you are responsible for one hundred percent (100%) of the fee. Fifty percent (50%) of the fee is due to confirm your reservation with the remainder due by the last day of the event. There is a fifty dollar (\$50), non-refundable fee on all payments processed.

Your signature at the bottom of this form indicates your authority to enter 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
------------------	----------	----------------	----------	---------------------	----------------------

3 Facilities & Options

Room Layout: Classroom Style (w/ Tables) Theatre Style (w/o Tables) Boardroom Style Other (Specify in Special Instructions)

Options: Laptop Computer Internet Access PA System w/ Wireless Mic Podium
 LCD Projector Video Taping Overhead Projector Flip Chart

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 done by our in-house catering service. **Outside vendors are not permitted on site.**

5 Additional Requirements or Special Instructions

6 Payment

Visa MasterCard American Express Discover Card

Card Number	Expiration Date	Billing Zip	Name on Card
-------------	-----------------	-------------	--------------

7 Signature

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

X _____ Date _____