

# Facilities Reservation Form - Technical Training

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 & Equipment

Total # of Computers	# of Attendees per Computer	OS & Version	Other Software Requirements
RAM Requirements	Hard Disk Requirements for Installation	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	<input type="checkbox"/> Internet Access	<input type="checkbox"/> PA System w/ Wireless Mic
	<input type="checkbox"/> Video Taping	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Podium
			<input type="checkbox"/> 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

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

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

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

<b>X</b>	Date
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