



# NEW YORK AREA **METRO** CONFERENCE CENTER



**FOR BOOKING,  
REQUEST A TIME SLOT ON  
OUR WEBSITE BELOW**

**NY METRO CONFERENCE CENTER  
350 W 31ST STREET, 1ST FLOOR  
NEW YORK, NY 10001**



**[NYMETROCONFERENCECENTER.ORG](https://nymetroconferencecenter.org)**

**TRAINING  
CENTER**



**SPECIFICATIONS:**

**Room 1:**  
486 sq ft  
48 max occupancy  
\$250/hr

**Room 2:**  
650 sq ft  
60 max occupancy  
\$350/hr

**Room 3:**  
710 sq ft  
71 max occupancy  
\$350/hr

**Rooms 1 & 2**  
1136 sq ft  
108 max occupancy  
\$600/hr

**Rooms 2 & 3**  
1360 sq ft  
131 max occupancy  
\$700/hr

**Full Conference Space (Rooms 1, 2 & 3)**  
2146 sq ft  
180 max occupancy  
\$900/hr

**Training Center**  
530 sq ft  
53 max occupancy  
\$350/hr

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**Additional Booking Information:**

- 3 hour rental minimum

**Included amenities:**

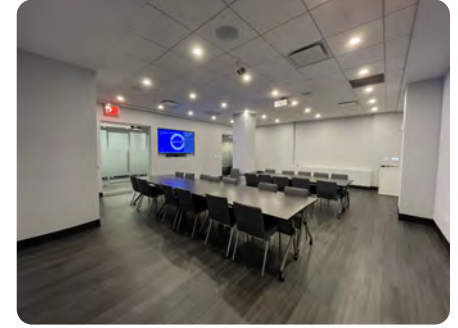
- Kitchenette Access
- Wi-Fi
- Tables and Chairs
- Set-up of Tables and Chairs  
*(if layout is provided 48 hours before the event)*

For use of any of our Audio/Visual amenities INCLUDING tv monitors, microphones, speakers, webcams, etc., you must purchase an additional \$100/hr of IT Services for the complete duration of your entire rental and will include access to all of our equipment as well as technical support.

A fee of \$500 will be charged to bring outside caterers into the venue to run food service and distribution.

Front Desk Hours:  
9am - 5pm Monday - Friday

Walkthroughs are by request.



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For more information, including  
specs and features, visit  
[nymetroconferencecenter.org](http://nymetroconferencecenter.org)