



## CONFERENCE ROOM RENTAL PRICE GUIDE

ROOM LOCATION:		ARTISTRY	NUTRILITE
CAPACITY:		30-50 GUESTS	50-120 GUESTS
WHO CAN BOOK?		PLATINUM LEVEL & ABOVE	DIAMOND LEVEL
RESERVATION LEAD TIME:		1 MO AHEAD MAX	3 MO AHEAD MAX
AVAILABLE DAYS & TIMES	MON 2PM-10PM	\$150/3 HRS	\$300/3 HRS
	TUE 5PM-10PM		
	WED 2PM-10PM		
	THU 5PM-10PM		
	FRI 12PM-10PM		
	SAT 10AM-6PM		
	SAT 6PM-8PM	\$350/2 HRS (BOTH ROOMS INCLUDED)	
	SUN 10AM-10PM	\$600/4 HRS (BOTH ROOMS INCLUDED)	
EACH ADDITIONAL 15 minute increment:		\$25	\$25
AV EQUIPMENT:		LARGE FLAT SCREEN, HDMI/VGA, LARGE WHITE BOARDS, PODIUM	OVERHEAD PROJECTOR, HDMI/VGA, HAND MIC, LAV MIC, PODIUM, VOLUME CONTROLS
SUPPORT STAFF:		MUST RELY ON REGULARLY SCHEDULED STAFF	WHEN CLOSED, \$150/EA STAFF MEMBER, ADVANCE REQUEST
AMWAY LED TRAININGS:		LEADERS CAN DISCUSS TRAINER BOOKINGS WITH THEIR NATIONAL ACCOUNTS REPRESENTATIVE	
SAMPLES:		AVAILABLE FOR PURCHASE	
PAYMENT METHOD:		CASH OR CARD PAID PRIOR TO MEETING START	

**GENERAL GUIDELINES:**

1. Please call Tonatiuh Otero at 917.450.8294 or the NYBC at Toll Free Number: 1-855-802-6929 Local NYC number: 1-718-310-5580 to make event or meeting room reservations.
2. Meetings must start and finish within the times scheduled. Overages will be charged in 15 minute increments and will be strictly enforced.

3. Above pricing for private events (after normal business hours) include a manager and security personnel only. Please contact Tonatiuh Otero for pricing info if additional staffing is required (ex: BA or Cashier).
4. Amway led trainings will take precedence for meeting space availability. As such, no rentals will be available during Amway led training sessions.
5. Serving of food and drinks is limited to Amway product sampling only. No outside food will be permitted.
6. The Children policy for the Center will be enforced at all meetings and events. Children are permitted in the Center Monday - Friday up until 6pm only.
7. Please return all borrowed equipment to a team member after use.
8. Tables are available for use by request.