

CRE CONFERENCE CENTER FOR NONPROFITS ROOM, RATE AND RESERVATION INFORMATION

The Conference Center has several meeting spaces to meet the needs of your nonprofit:

- Training Room** A large, flexible space that can be set up to accommodate a variety of meeting needs.
- *Seats up to 30 in several different rectangular table arrangements, up to 25 in a U-shaped setting, up to 50 with theater-style seating and hosts up to 50 persons in an open, reception-like space.*
- Conference Room A** Seats 10-14 persons around a rectangular conference table.
- Conference Room B** Seats up to 6-8 persons around an oval conference table.
- Conference Room C** Seats up to 6-8 persons around an oval conference table.

Each conference rooms has a computer and flat screen monitor for presentations. The Training Room has a projector and screens for large-scale presentations. The Conference Center has wireless Internet access, public computers for email access, and other equipment for meetings.

Rates: (Effective September 1, 2016; rates subject to change)

Meeting Space*	3 Hours or Less	Over 3 Hours	LCD Screen Set Up	Overhead Projector Set Up
Training Room	\$155	\$325	n/a	\$25
Conference Room A	\$100	\$155	\$25	n/a
Conference Room B	\$75	\$135	\$25	n/a
Conference Room C	\$75	\$135	\$25	n/a
Coffee, Tea, Water (per person charge)	\$2**	\$3**		

**The above rates are for use during normal weekday business hours. There is an evening surcharge of \$150 for each meeting space. The weekend/holiday price is a flat daily rate of \$500 for eight hours; each additional hour is \$100.*

***This charge is levied whether or not you supply your own food and drink.*

Flipcharts, markers, and tape are available for \$25 per set.

Directions

CRE's handicap accessible Conference Center is conveniently located in lower Manhattan at 42 Broadway, between Wall Street and Bowling Green. It is accessible by several subway lines (1 to Rector Street; 2/3 to Wall Street; 4/5 to Wall Street; J/Z to Broad Street/Wall Street; R to Rector Street) and bus routes (M1 or M6 to Broadway and Morris Street).

For more information, please contact CRE at 212-894-3394 or info@crenyc.org.