



The Manufacturers Association

## MACNY Room Reservation Form

To request a room, please complete this form and submit to Patty Clark at [pclark@macny.org](mailto:pclark@macny.org)

Company: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Our rooms are available from 9am – 4:30pm. What hours are you requesting? \_\_\_\_\_

How many people will you need seating for? \_\_\_\_\_

Do you have a room preference for your request? (please check one)

Legacy Room (30 people)

Conference Room (8 people, no food or AV in this room)

Training Room (12-15 people)

East Conference Room (10-12 people)

Will you be bringing in food? \_\_\_\_\_

If delivered, from where so we know where to direct delivery? \_\_\_\_\_

Do you need AV? \_\_\_\_\_ If yes, what will you need? \_\_\_\_\_

Will this be used for training? \_\_\_\_\_ If yes, who will be delivering the training?

Company \_\_\_\_\_ Instructor \_\_\_\_\_

Note: If the training is NOT facilitated by or organized by MACNY, there will be a fee for utilizing space. Half Day (max of 4 hours): \$75 | Full Day: \$150