

CURRENT PRICING FOR ALCOVE CONFERENCE CENTER

Space	Type	Capacity	Hourly Rate	Hourly Minimum	Daily Rate (9AM-5PM)	Weekly Rate (Mon-Fri)
Commons	Lounge in Lobby	20-40	\$500	2 Hours	\$3,600	\$14,400
Library*	Lounge in Alcove	45-75	\$600	4 Hours	\$4,320	\$17,280
Empire State	Conference Room	Up to 14	\$130	N/A	\$940	\$3,760
Central Park	Conference Room	Up to 14	\$130	N/A	\$940	\$3,760
Hudson	Conference Room	Up to 4	\$50	N/A	\$360	\$1,440
Chelsea	Conference Room	Up to 8	\$70	N/A	\$500	\$2000
Soho**	Conference Room	Up to 8	\$75	N/A	\$540	\$2200
Downtown Forum***	Multi-Purpose Room	30-60	\$550	2 Hours	\$4000	\$16,000
Uptown Forum	Multi-Purpose Room	30-60	\$500	2 Hours	\$3600	\$14,400
Forum****	Multi-Purpose Room	60-120	\$1000	2 Hours	\$7200	\$28,800

*During normal business hours, The Library may only be booked in combination with The Forum.

**The Soho is equipped with a video camera for video conferencing.

***The Downtown Forum is equipped with a projector and projector screen.

****The divider between the Downtown Forum and Uptown Forum is opened to make one larger room, The Forum.

Please note:

- Pricing subject to change.
- The Alcove is open Monday through Friday 9AM-5PM, excluding holidays. Access outside of these times can be arranged with additional services such as cleaning, security, and overtime HVAC.
- Alcove will provide you with a standard room set (pens, highlighters, notepads, hand sanitizer), WIFI, and access to the house sound system with various microphone capabilities.
- Alcove will refresh rooms each day and/or at the conclusion of a meeting. This refresh includes trash bag removal, maintenance of restrooms, and other minor maintenance.
- Pricing excludes additional services (i.e., catering, above standard A/V, extensive cleaning, vacuuming, overtime work, porters, etc.). Additional services are subject to 8.875% sales tax.
- For cleaning throughout the duration of your event, please contact Alcove Manager for pricing.
- Alcove will provide all heating and cooling in all rented space Monday through Friday 8AM-6PM. Additional overtime HVAC fees will apply to events scheduled before/after these hours.