

## Reservation Form

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Time: FROM \_\_\_\_\_ TO \_\_\_\_\_ Expected Number of Participants: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Coordinator (On Site): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Room Configuration** *(Please review rates and configuration information at the back of this form):*

Reception  Theater  Classroom  Square Shape  U shape  Boardroom

Multiple Room Rentals:  Yes  No      Do you need catering suggestions?  Yes  No

A/V Presentation:  Yes  No

What equipment will you need?:  Projector with Screen  Laptop Connection

DVD  Phone  Whiteboard  Internet Access

Description of the Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Before signing, please read the terms and conditions for the use of Las Americas Conference Center found at the back of this form. If you have any questions, please contact at 212.233.8955.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete this form and return to: Las Americas Conference Center c/o Hispanic Federation,  
55 Exchange Place, 5th Floor, New York, NY 10005 or fax to Frankie Miranda at 212.233.8970

**Room Rates\* and Capacity:**

Room	Dimensions	Full Day (non-member)*	Half Day (non-member)*
Conference Room A & B	27.5 x 44	\$950.00	\$700.00
Conference Room A	27.5 x 25	\$550.00	\$400.00
Conference Room B	27.5 x 19	\$450.00	\$350.00

*\*Special discount available for Hispanic Federation members*

Room	Reception	Theater	Classroom	Boardroom	U Shape	Square Shape
Conference Room A & B	120	80	32	36	34	36
Conference Room A	60	40	18	18	16	22
Conference Room B	40	36	12	16	18	20

Please read the following:

- For security reasons, a guest list must be provided in advance. All guests will be instructed to present a photo I.D. to access the building.
- Las Americas Conference Center will not provide office supplies. For advance delivery of materials, please coordinate with the HF Operations Manager.
- All audiovisual requirements must be provided to the HF Operations Manager in advance. Laptop computers are not available at Las Americas Conference Center.
- Your organization is responsible for all catering arrangements including ordering and acceptance of the delivery. A list of local vendors is available upon request.
- Your reservation will allow you 30 minutes for pre-set and 30 minutes for breakdown.
- Telephone use is restricted to local calls only. Las Americas Conference Center will not provide conference call service.
- All garbage will be placed in appropriate recycling bins.

Please complete this form and return to:  
 Las Americas Conference Center c/o Hispanic Federation,  
 55 Exchange Place, 5th Floor, New York, NY 10005  
 or email to Jorge Reyes at [jreyes@hispanicfederation.org](mailto:jreyes@hispanicfederation.org)

## How to Get Here

### By Train:

- PATH Train: World Trade Center Station
- Subway: 2, 3, 4 and 5 trains to Wall Street Station or J, M and Z trains to Broad Street Station

### By Car:

From the Westside Highway South toward Battery Park:

1. Turn left onto Battery Place (0.1 miles)
2. Turn right onto State Street (0.1 miles)
3. Turn left onto Bridge Street (0.1 miles)
4. Turn left onto Broad Street (0.1 miles)
5. Turn right onto South William Street (0.1 miles)
6. End at 55 Exchange Place

FDR Drive South toward Battery Park:

1. Take EXIT 1 toward Battery Park (0.1 miles)
2. Turn slight left onto South Street (0.1 miles)
3. Turn right onto Broad Street (0.1 miles)
4. Turn right onto South William Street (0.1 miles)
5. End at 55 Exchange Place

### Parking Facilities:

45 Wall Street Parking  
(Corner of Exchange Place and South William Street)  
T. 212 825 0700

John Parking Corporation  
63 Wall Street  
(Corner of Exchange Place and Hanover Street)  
T. 212 785 4594

South William Parking  
14-16 South William Street  
(Between Broad and Beaver Streets)  
T. 212 269 5056



www.DowntownNY.com

