Located on the top floor of a landmark building in midtown Manhattan, the Markle Conference Space is available on a daily or weekly basis. Minutes from Times Square, Broadway theaters, and Central Park, the Markle Conference Space is perfectly suited for board meetings and business gatherings. Nine large windows offer natural lighting and views of Rockefeller Plaza and St. Patrick’s Cathedral.

**Hours**
Monday through Friday, normal business hours.

**Conference Room Dimensions**

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Space</td>
<td>2,000</td>
</tr>
<tr>
<td>Conference Room</td>
<td>1,100</td>
</tr>
<tr>
<td>Lounge</td>
<td>900</td>
</tr>
<tr>
<td>Conference Room Capacity</td>
<td>35-40 people</td>
</tr>
</tbody>
</table>

**Table Configurations**
- Circular Table: 27 chairs
- Oval Table: 16 chairs
- Classroom Style: 20 chairs

Reception Area
Audio Visual Equipment
- Teleconferencing
- Videoconferencing
- High-Speed Internet Access
- Video Projector for Presentations
- Table Microphones, Amplified through Ceiling Speakers
- Cable TV
- CD and DVD Player
- Audio Cassette and VHS Recorder/Player
- Electronic Window Shades

Lounge
- Suitable for break-out sessions, informal conversation, and distribution of promotional materials.
- Wi-Fi hot spot.
- Can be converted into a dining area by caterer or party rental vendor for luncheon set-up.

Catering
A list of recommended caterers is available. Clients are responsible for all ordering, set-up, and removal of catered items.

Pantry
Prep and clean-up area available to caterer for luncheon set-up.

More Information & Reservations
For more information, please contact us at conferencespace@markle.org or 212-713-7640, or visit us at www.markle.org/conference-space.