Welcome!

Dear Colleagues,

Welcome to the world of event planning! The Office of Hospitality and Food Services exists to serve the Law School, NYU, and many external organizations through the event planning process.

We have created helpful user-friendly information as a resource for planning and producing your event. Our dedicated and professional management team is here to help on all aspects of event production. We recommend you contact the Office of Hospitality and Food Services early in the event planning process in order to better execute your creative vision. We are happy to provide guidance and answer any questions.

Happy Planning!

Office of Hospitality and Food Services

Mission Statement

Our pledge is integrity, courtesy, and customer satisfaction. We strive to deliver top-quality service and creativity on every level with consistent professionalism. From high quality food to unique concepts, our goal is to complement and exceed the vision and experiences of our clients.
Contact Sheet

D’Agostino Hall
110 W. 3rd Street, Suite M101
New York, NY 10012
www.law.nyu.edu/hospitality
Fax Number: 212.995.4709

Bruce White – Senior Director
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Business Operations
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VIP Operations
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Event & Catering Operations
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Raffaela Ianniciello – Assistant Events Manager
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Gabriel Rosenstein – Media Manager
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Food Services
Nathan Lone – Executive Chef
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Ronnie Harper – Sous Chef
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Room Booking Procedures

Internal Clients (NYU and Law School)
1. If you are a NYU Law Center or Law School Faculty Member hosting a new intellectual event, please contact Penelope.fernandes@nyu.edu.
2. All NYU clients must log in to the Event Management System (EMS) at https://its.law.nyu.edu/ems/ (If you are not yet registered, you should follow the registration link in the login).
3. Click the “Create New Event” link on the left hand side and fill out the fields in the “General” tab. Then, click “Save and Continue” and fill out the date, time, location, and payment method requirements. Only the rooms that are available at the specific date and time will appear.
4. If you would like your event to show on the University wide calendar, select “Show Event on Web Calendar”. You will be given a preview of how your event will be published on the web calendar.
5. This request will be submitted to the Office of Hospitality and Food Services. Your request will be “pending” until the Office of Hospitality and Food Services approves your event.
   a. If your event is approved, you will receive an email confirmation and can reach out to Josie.haas@nyu.edu or 212.998.6751 to start the planning process of your event. Non-Law School clients will receive a contract and must sign, return, and provide a Chartfield account number.
   b. If your event is denied, you will receive an email and can either fill out a new request online or contact Bruce.white@nyu.edu or 212.998.6113.
   c. If your event remains pending for more than a week or there is an urgent request, contact Bruce.white@nyu.edu or 212.998.6113.

**For all NYU clients (including law school): If an event is cancelled within 31 days of the event, there is a cancellation fee equal to the total cost of the room (external client rate). If the event is cancelled within 7 days of the event and catering, A/V, and other services have been ordered, all costs are to be paid in full.

External Clients (Non-NYU)
1. Log in to the Frevvo System at http://www.law.nyu.edu/hospitality/third-party-event-request using Firefox. Other servers has previously proven to be difficult.
2. Enter the password “lawevents” and complete the form.
3. Once you submit the form, your event is not yet approved. Several offices at the Law School as well as the University must approve the event.
   a. If your event is approved, you will receive an email confirmation and can reach out to Josie.haas@nyu.edu or 212.998.6751 to start the planning process of your event. You will also receive a contract which has to be signed and returned with a deposit to be officially booked. You will also have to provide your certificate of insurance and any tax exempt forms.
   b. If your event is denied, you will receive an email and can either fill out a new request online or contact Bruce.white@nyu.edu or 212.998.6113.
   c. If you do not hear from us for more than two weeks or there is an urgent request, contact Bruce.white@nyu.edu or 212.998.6113.

**For all external clients: If an event is cancelled within 31 days of the event, the room must be paid in full. The deposit is non-refundable. If the event is cancelled within 7 days of the event and catering, A/V, and other services have been ordered, all costs are to be paid in full.
Catering Policies & Pricing

**The Office of Hospitality and Food Services will contact you to set-up your event. Please turn in all event information and final numbers to Josie Haas at josie.haas@nyu.edu or 212.998.6751.**

Catering Menus
- All events held in our event spaces (excluding classrooms and student lounges) are required to use our catering menus for all food and beverage needs.
- All events with catering needs are required to order food and beverages for 100% of attendees.
- Final guest counts must be submitted one week prior to an event.
- A 45% upcharge will be added to any increases in food and beverage orders given less than one week in advance. If there is a decrease or cancellation of food within one week, the total cost of food must be paid.
- For a complete list of catering menus please visit our website: [www.law.nyu.edu/hospitality/menus](http://www.law.nyu.edu/hospitality/menus)
- All external catering brought into our event spaces (excluding classrooms and student lounges) will be charged a 45% fee on all food and beverages receipts. There will also be a cleaning fee of $150.
- All external catering brought into our classrooms and student lounges will need to be cleaned up entirely to avoid the cleaning fee of $150.

Waitstaff
- All events that have food and/or beverages require waitstaff service, with the exception of external catering brought in to classrooms or student lounges.
- The number of waitstaff required depends on the number of attendees, the type of catering, the type of event, etc.
- The cost of hiring waitstaff is $28 per hour with a minimum of five hours. The total waitstaff hours equal the hourly duration of your event plus three additional hours for setup and cleanup.

Weekend Chef Managerial Fee
- All weekend events requiring food or beverages will be charged a $275 weekend chef managerial fee.

Linens
- All events that require tablecloths will be charged $7.00 per tablecloth.

Pick-Up Program
- The pick-up program is available to law school clients only and eliminates the expense of waitstaff in events that take place in classrooms or student lounges with fewer than 25 attendees.
- You must place your order at least 24 hours before your event. You are only able to choose items off the pick-up program menu at [www.law.nyu.edu/hospitality/pickupprogram1](http://www.law.nyu.edu/hospitality/pickupprogram1) and require your law school Chartfield number in its entirety.
- Pick up locations are located at Wachtell Café in Furman Hall (8AM-2:30PM) and Golding Lounge in Vanderbilt Hall (Monday-Thursday 8AM-5PM, Friday 8AM-2:30PM).
- All changes or cancellations to your orders must be sent via email to Scott Tremble at scott.tremble@nyu.edu.
Additional Services & Pricing

Coat Check
- Coat check is available at no cost during school hours for the Fall and Spring Semesters in Vanderbilt Hall and Furman Hall.
- If you request coat check before or after hours, during the Summer semester, or in D’Agostino Hall, the cost is $28 per hour with a minimum of five hours. Coat check attendants will arrive thirty minutes before your event and stay until thirty minutes after your event. You will be charged for the duration of your event plus the hour of setup and cleanup.

CBS Overtime Charges
- Charges apply to all event spaces at the Law School for weekend events and any event Monday-Friday after 4PM or before 9AM in our event spaces.
- Charges may apply during hours if your event is labor intensive and/or has at least 100 attendees.
- The flat rate charge of $105-$500 that is charged prior to your event may be modified if your event is after hours, on the weekend, or is labor intensive.

Protection Services
- A guard is required for all events in D’Agostino Hall (Lipton Hall & The Joseph and Gwendolyn Straus Faculty Club) for the 108 West 3rd entrance.
- The fees are $49 per hour with a five hour minimum. Guards will arrive thirty minutes before your event and stay until thirty minutes after your event. You will be charged for the duration of your event plus one hour of arrivals and departures.
- If you have a large number of outside guests attending your event you may be required to have an extra guard to assist in checking IDs. All guests without NYU IDs will need to show a photo ID. If you host a multi-day event or conference with guests entering and leaving law school buildings, we suggest you provide all parties with NYU badges. These can be shown in place of an ID and help facilitate security protocol.
- If you have a guest who is VIP, high-profile, or can be considered “controversial”, additional guards may be required.
- If your VIP or high-profile guests travel with his or her own security team you will need to contact David Critides at (212) 992-7324 (dc13@nyu.edu) or Cindy Krumholtz Hughes at (212) 998-9829 (ckh5@nyu.edu).

Flowers
- Floral arrangements start at $65 plus delivery. Large Arrangements are $150+.
- The Office of Hospitality and Food Services has of floral arrangement samples. Contact Josie.haas@nyu.edu for additional information.
Event Promotion and Communications

- The Office of Communications conveys ideas and information across media to engage external and internal audiences in the intellectual life and global community of NYU School of Law.
- For events, Communications can create invitations, programs, email banners, posters, and digital signage. To engage with Communications about your upcoming event and ensure enough time to develop materials, please call (212) 998-6247, email law.communications@nyu.edu, or go to http://www.law.nyu.edu/communications/submit-a-work-order.
- To work with Communications public affairs specialists on event-related media issues, please contact Michael Orey at (212) 992-8906 (Michael.orey@nyu.edu) or Michelle Tsai at (212) 998-6849 (Michelle.tsai@nyu.edu).
- To book a photographer for your event, please go to www.nyu.edu/photobureau.
Audio/Visual Services
We offer state-of-the-art technology and services to achieve the best possible A/V experience. Visit www.law.nyu.edu/hospitality/av or contact Media Manager Gabriel Rosenstein at gabriel.rosenstein@nyu.edu or 212.992.6183 for more information.

(NYU clients receive a 50% discount for most services)

Essential Services
- Podium Microphone $125
- Panel Microphones $150-$250 based on # of microphones***
- Question & Answer Microphones (Q&A) $150
- Presentation (any screen/projection)* $175
- Smart Classroom Tech Fee $200

Alternate Services
- Teleconferencing $125
- Videoconferencing $150
- Delegate Microphone System (push-to-talk) $150-$250 based on # of microphones***
- Video Recording (four-hour blocks) $600
- Audio Recording $125

Additional Services
- Additional Screen set-up $200
- Overflow Services (per room) $200
- Live-Streaming Services (4-hour blocks) $350
- Music Playback $100
- Non-Standard Software (please check compatibility) $100
- PC Laptop (Available for Presentation Services) $25
- Apple Laptop (Available for Presentation Services) $35
- Multi Box (for providing external audio feeds) $50
- Digital Signage (currently available in select venues) $125
- Decorative Lighting Services (coming soon) $150

Pick-Up Services (Inquire about delivery. Items subject to loss/damage penalties)
- Presentation Remote (“clicker”; included in select venues) $25
- MP3 Audio Recorder $50
- BEATS Boom box (Bluetooth enabled) $75

Standard Charges (Applied based on scheduling, venue and staffing needs.)
- Basic Labor (set-up, breakdown and troubleshooting)** $50 per event
- Advanced Labor (includes Basic plus add’l assistance) $100 per event
- On-site Operator (Technician remains at event) $50 per hour (4 hour minimum)
- Materials Charge (applied to select venues) $25
- Late Notice Charge (less than 5 business days) $50
- Same Day Charge (less than 24 hours notice) $100

* Laptop not included; rentals are available
** Minimum Required Charge for events
*** Lester Pollack Colloquium microphones are priced at a flat rate of $200 (with a 50% internal discount)
**Various Classrooms are also available for rent. Please visit our website.**
**Venue Information**

**FURMAN HALL—245 SULLIVAN STREET**

**Please visit our website for further set-ups and diagrams.**

**The capacity listed below might not be applicable for all set-ups.**

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**ROOM: Lester Pollack Colloquium**  
SET-UP: Colloquium Style U-Shape  
CAPACITY: 72  
PRICES: (by client type)  
- $1,040 University  
- $1,385 External

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**ROOM: FH910**  
SET-UP: Conference Room Style  
CAPACITY: 20  
PRICES: (by client type)  
- $560 University  
- $745 External

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**Various Classrooms are also available for rent. Please visit our website.**
Venue Information

D’AGOSTINO HALL—108 WEST 3RD STREET

**Please visit our website for further set-ups and diagrams.**

**The capacity listed below might not be applicable for all set-ups.**

ROOM: The Joseph & Gwendolyn Straus Faculty Club
SET-UP: Rounds (pictured), Theatre, Hollow Square, U-Shape, Reception, and Conference.
CAPACITY: 50
PRICES: (by client type)
- $600 University

ROOM: Lipton Hall
SET-UP: Rounds, Theatre (pictured), Hollow Square, U-Shape (pictured), Reception, and Conference
CAPACITY: 150
PRICES: (by client type)
- $800 University
- $1,065 External

**Various Classrooms are also available for rent. Please visit our website.**