



Monroe Plaza Conference

DAILY DETAILS

OPEN MONDAY-FRIDAY 8A – 6P

After hour use must be authorized by building management.

ACCESS TO LOFT 18

Tenants should mention Loft 18 at Front Desk and present access badge issued by building.

Meeting attendees/catering are the tenants' responsibility to communicate to Security. A list should be created of all registered attendees in alphabetical order and given to 230 WM front desk before the event.

CONFERENCE ROOM

SEATING CAPACITY

- 60 theater style
- 50 classroom style
- 30 boardroom style
- 30 U-Shape

TECHNOLOGY

- 86in 4k Touchscreen with built-in:
 - Whiteboard
 - Computer
 - Android applications
 - Anti-glare screen
- Surround Sound
- Cordless microphone
- AirMedia wireless air play option
- Wireless network dedicated to presenter

PRICING

- ½ Day (up to 4 hours): \$200
- Full Day (4+ hours): \$350

RESERVATIONS

Request the *Loft 18 Conference Room* in Commercial Cafe.
Reservations must be approved.

BOARDROOM

SEATING CAPACITY

- 8 chairs & rectangular table

TECHNOLOGY

- 45in screen with these capabilities:
 - HDMI connection
 - USB input

RESERVATIONS

The Boardroom is available on a first-come, first-serve basis.

RESERVING LOFT 18

The Loft 18 Lounge space (separate from the Conference Room) is designed to accommodate many groups at once but we understand that companies may want exclusive use from time to time. We are happy to extend an option for this.

Tenants may request to reserve Loft 18 Lounge from 4P-8P M-F only. All reservations must be approved 48 hours prior to events by building management. Please use Commercial Cafe to reserve the Loft 18 Lounge. (does not include Conference Room)

The fee to reserve the Lounge for exclusive use from 4P-8P is \$500.

OTHER AMENITIES

- PRIVATE PHONE ROOMS
- BILLIARD TABLE
- FARMERS FRIDGE – STOCKED DAILY
- FULL KITCHEN WITH APPLIANCES
- PRIVATE DINING BOOTHS
- DEDICATED HIGH SPEED WIFI
- NEARBY RESTROOMS
- CATERING KITCHEN ON FLOOR
- CITYSCAPE VIEWS

CATERING

Tenants are allowed to bring in their own catering during reservations only. A COI must be on file with building management PRIOR to any event that is bringing in catering staff. Contact building management for COI requirements.

OTHER CONFERENCE RESOURCES

230 W Monroe has a **BOARDROOM** on the 7th floor that accommodates 35 people comfortably. ½ Day (up to 4 hours): \$75 · Full Day (4+ hours): \$150

200 W Monroe has 2 options for conference rooms available to you.
LARGE CONFERENCE ROOM – seats 36 classroom style / 100 theater style

½ Day (up to 4 hours): \$150 · Full Day (4+ hours): \$300

BOARDROOM – seats 10 and offers a flat screen TV/Monitor

½ Day (up to 4 hours): \$100 · Full Day (4+ hours): \$200

FOR ALL OTHER INQUIRIES, PLEASE EMAIL
MGOMEZ@ACCESSOSERVICES.COM

Owned and Managed by:

