



## TECHNICAL SPECIFICATIONS AND BACK-OF-HOUSE INFORMATION

**Manhattan Manor**  
201 West 52<sup>nd</sup> St.  
Between Broadway and 7<sup>th</sup> Avenue  
New York, NY, 10019  
USA  
Tel: 212-489-9595  
[www.manhattanmanor.com](http://www.manhattanmanor.com)

To schedule a venue tour, inquire about availability and to receive a custom quote for your event, please **Contact**

Amanda Smith  
Director of Events  
[amanda@manhattanmanor.com](mailto:amanda@manhattanmanor.com)  
646-627 - 4329  
For directions, see [here](#)



# DESCRIPTION

**Manhattan Manor** is home to two luxurious event venues in one prime midtown Manhattan location. 6,000 square feet of luxurious space with gorgeous French Doors, skylights, exposed brick, mahogany floors, and spectacular views from Central Park to Times Square. Our team provides turnkey intimate services for corporate, social and not-for-profit events. An independent, dedicate special event space for 20 years with one of the newest, most modern, divine spaces in New York

## The Skylight Room

Venue size  
3,408 Square Feet

- Capacity
- 275 Cocktail Reception
  - 275 Seated Dinner
  - 250 Seated Dinner with Dance Floor
  - 125 Class room Conference
  - 225 Theater Seating
  - 120 U-Shape Conference

## The Manhattan Club

Venue size  
3,520 Square feet

- Capacity
- 280 Cocktail Reception
  - 250 Seated Dinner
  - 200 Seated Dinner with Dance Floor
  - 100 Class room Conference
  - 200 Theater Seating
  - 120 U-Shape Conference





# GENERAL INFORMATION

## The Venues

The Manhattan Manor is located at 201 West 52<sup>nd</sup> Street at 7th Avenue.

The Manhattan Manor’s modern, user-friendly event spaces offer an epic space in Manhattan.

When you rent the Manhattan Manor, you get two luxurious event venues in one prime midtown Manhattan location. 6,000 square feet of luxurious space with gorgeous French Doors, skylights, exposed brick, mahogany floors, and spectacular views from Central Park to Times Square.

Our team provides turnkey intimate services for corporate, social and not-for-profit events. An independent, dedicate special event space for 20 years with one of the newest, most modern, divine spaces in New York.

## Rental and Booking Information

The Manhattan Manor is available for public and private, nonprofit and corporate events. The Manhattan Club and Skylight venues are priced and rented together or separately. Rental rates are set as basic “four-wall” rentals and are hourly, based on a minimum of six hours of time. Nonprofit rates are available, as are package discounts for renting both venues for multiple days.

Rental rates do not include the cost of additional required services such as technical labor, front of-house staff, security and custodial personnel. A formal, custom quote prepared by The Manhattan Manor sales and event manager will include estimates for basic calls in each of these labor departments. In addition, any outsourced equipment rentals, additional labor, cleaning services, loading dock fees, etc., will be billed back to the User.

When booking an event at The Manhattan Manor, it is important to inform the booking and production staff of the event’s timeline and technical needs in advance, in order for us to provide you with an accurate price quote.

## Production Services

Production services can be provided by The Manhattan Manor production staff or may be sourced from an approved vendor. After booking an event, Users must coordinate with The Manhattan Manor production staff to advance their technical needs and requirements.



## GENERAL INFORMATION

### Technicians

The total number of technicians and work hours is based on the scope and needs of each event as determined by Manhattan Manor production staff. All costs associated with these services will be included in the User's Final Event Estimate. All Users are required to use Manhattan Manor technicians.

### Front-of-House Staff

All front-of-house staff, comprised of house managers and ushers, are hired and managed by Manhattan Manor based on the scope and needs of each event. The front of-house staff will facilitate guest management, seating, coat check, etc., as well as monitor the safety and well-being of all persons in The Manhattan Manor. All costs associated with these services will be included in the User's Final Event Estimate. All Users are required to use The Manhattan Manor front-of-house services.

### Accessibility

Passenger elevators provide access to all venue levels from the street-level entrance. All The Manhattan Manor restrooms are wheelchair accessible.

### Other Event Staffing

Security and janitorial services will be determined based on the scope and needs of each event. All costs associated with these services will be billed to the User. All Users are required to use The Manhattan Manor security and janitorial services unless otherwise expressly noted in their Facility Use Agreement.

### Nondiscrimination Policies

There shall be no discrimination against, nor segregation of, any person or group of persons on account of race, color, religion or creed, national origin or ancestry, sex, gender identity or sexual orientation, age, marital or domestic partner status, political affiliation or disability (including HIV or AIDS status) in the use or licensing of The Manhattan Manor facilities, nor shall the User or any person claiming under or through the User, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of User, patrons, lessees or vendees of the center's facilities or any parts thereof.





# GENERAL INFORMATION

## Venue Capacities

In no case shall event attendance exceed the facilities' established capacities:

### The Skylight Room

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3,408 Square Feet

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  - 225 Theater Seating
  - 120 U-Shape Conference

### The Manhattan Club

Venue size  
3,520 Sqaure feet

- Capacity
- 280 Cocktail Reception
  - 250 Seated Dinner
  - 200 Seated Dinner with Dance Floor
  - 100 Class room Conference
  - 200 Theater Seating
  - 120 U-Shape Conference

Other spaces: dependent upon the nature of the event

## Public Safety Policies

Users of The Manhattan Manor and their subcontractors are required to comply with requirements of all state and federal regulations, as well as ordinances and regulations of the City and County of New York, including Safety and Health, Fire and Life Safety, and all other applicable laws. Events may be subject to cancellation for noncompliance with codes.

Users and/or their vendors may not obstruct, dismantle, tamper with or disable any of the fixed or temporary fire protection devices, emergency egress signage, closed circuit security devices, or other public safety components of the venue. All event electrical, décor and floor plans, including the use of candles and/or other heat or smoke generating devices, must be approved in advance by The Manhattan Manor production staff.

As applicable, any The Manhattan Manor event that requires proof of permits (e.g., fire, health, food service, alcohol service, change in capacity/TPA, street activities, etc.) indicating code compliance are the sole responsibility of the User and its subcontractors.

No portion of the sidewalks, entries, passages, vestibules, halls, elevators and ways of access to public utilities shall be obstructed by User or used for any purpose other than for ingress and egress to and from the Premises. A three-foot minimum clearance is required in and around all areas determined to be fire exits.

Users are responsible for the payment of any special costs necessary for maintaining order, security, public health, safety and protection of the facilities. Potential security concerns may result in suspending an event until security arrangements are approved in writing by the New York City Police Department.

Any event-related activities, materials, branding, signage, or formation of lines or queues that take place outside the venue require written approval from The Manhattan Manor at least two (2) weeks in advance of the event. Said approval shall in no way represent, supersede or suffice for any of the necessary permissions, permits or approvals as required by appropriate municipal or other entities for street and/or sidewalk-related activities. As noted, all permits, fees, insurance, labor and technical support, and security for these external activities are the sole responsibility of the User.

The Manhattan Manor is a nonsmoking venue.



## GENERAL INFORMATION

### House Policies

No screws, nails, hooks, tacks, tape or adhesive of any kind may be used in any part of the venue, including the walls, floors and windows.

There are no rigging/hanging points in The Manhattan Manor lobby areas.

All rigging anywhere must be done by The Manhattan Manor production staff and/or technicians.

Only static cling or very low-tack decals may be applied to the glass surfaces in the venue. Please contact The Manhattan Manor production staff for detailed policies regarding the installation and removal of event graphics in The Manhattan Manor.

Any sampling or distribution of food or beverages in the venue by any entity other than us must be approved in advance by The Manhattan Manor production staff.

The venue shall be restored to conditions found prior to use following all User events. All cleanup, including any load-out, must be completed within the rental block defined as the License Term of User's rental agreement. Basic custodial charges are included in all rental estimates; however, as determined solely by The Manhattan Manor production staff, in the event that extraordinary garbage or cleaning services are required, this may result in additional charges to the User.

### Shipping Policies

The Manhattan Manor is not responsible for items shipped or mailed to the venue in advance of a User's License Term.

All event materials should be hand delivered to the venue within the User's rental timeframe.

User is also responsible for the packaging and return shipment of all event materials. User is responsible for removal of all unused packing materials. Any materials left on-site after the end of the User's License Term will be disposed of as trash.

### Event Marketing

All Users of The Manhattan Manor are responsible for promoting and publicizing their own events. Users should refer to their Facility Use Agreement for complete details.





## GENERAL INFORMATION

The Manhattan Manor is an ideal location for your catered event. One of the venues can be used as an area for banquets or receptions, and the other for refreshments and cocktails.

### Catering Policies

All catering setup and break-down time must be completed within the rental block as defined in the License Term of the Facility Use Agreement. Any early access to the venue or late exit from the venue that is outside of the License Term will result in additional staff and rental fees.

The Manhattan Manor has tables, chairs, linens, serving pieces, glassware, flatware or other catering utensils. Please contact The Manhattan Manor production staff to arrange for rental of any additional or necessary equipment for food service.





THE SKYLIGHT ROOM







## THE SKYLIGHT ROOM

The Skylight is a 275-seat venue. The venue has a blackout screen; and a translucent shade system.

The Skylight Room has wireless and wired internet access and is equipped with digital projection system as well as theatrical lighting and audio systems.

It is appropriate for events, lectures, film screenings, workshops, music recitals and concerts, meetings, seminars, educational programs, multimedia presentations, press conferences, product launches and awards programs.

### A/V and Lighting

Rental of Skylight room includes a basic audio, visual and lighting package which can be enhanced with in-house equipment depending on the scope of your event.

### Loading Dock Access

The Skylight offers direct access to the building loading side door and one freight elevators to the street level.

### Restrooms

All venue restrooms are located on each floor and are accessible by elevator from all levels of the venue.

### Seating

275-seated

### Dimensions

3408 Sq Feet

### Screen Dimensions

Check with us

### Solar Shades/Blackout Curtain

Available for all events, operated from touch pad at stage right. Utilized for added privacy, defusing natural light, televised events, film screenings, etc.

### Floor

Blond walnut floor layered on top of  $\frac{3}{4}$ " plywood on sprung 2' x 4' sleepers.

### Loading Dock Access

Access to The Skylight Room from the 52nd Street entrance is via a passenger elevator in the lobby OR via a one-flight of stairs.

### Piano

None

### Furniture

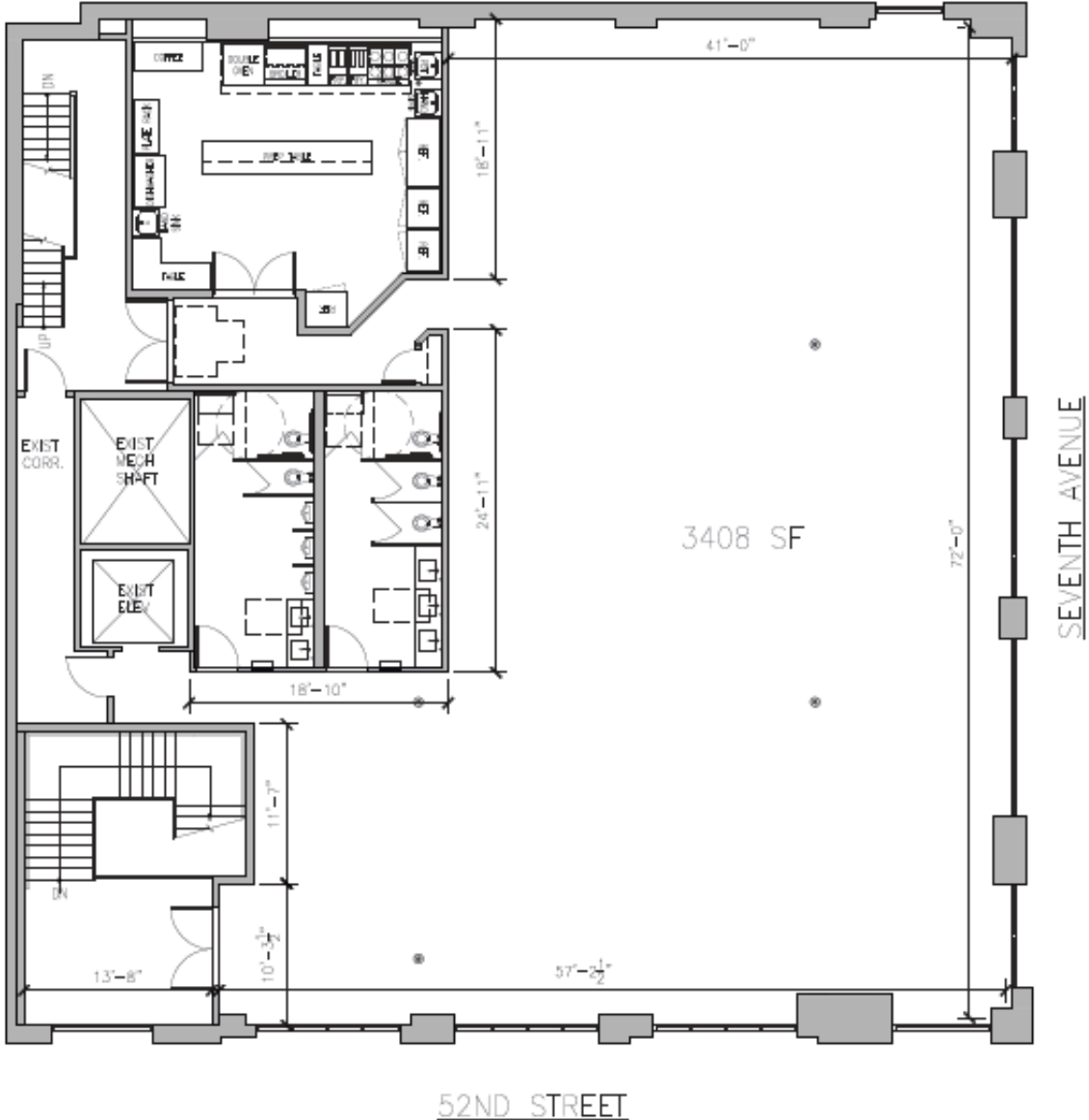
The Manhattan Manor can provide:  
8 black armchairs  
2 small black side tables (for water)  
4 small end tables  
20 black armless musician chairs  
20 music stands  
4 black directors chairs

### Note:

The Manhattan Manor has a very small inventory of additional items. Please contact The Manhattan Manor production staff for rental cost information.



THE SKYLIGHT ROOM – FLOOR PLANT







# THE MANHATTAN CLUB







## THE MANHATTAN CLUB

The Manhattan Club is a 280-seat venue. The venue has a blackout screen; and a translucent shade system.

The Manhattan Club Room has wireless and wired internet access and is equipped with digital projection system as well as theatrical lighting and audio systems.

It is appropriate for events, lectures, film screenings, workshops, music recitals and concerts, meetings, seminars, educational programs, multimedia presentations, press conferences, product launches and awards programs.

### A/V and Lighting

Rental of The Manhattan room includes a basic audio, visual and lighting package which can be enhanced with in-house equipment depending on the scope of your event.

### Loading Dock Access

The Manhattan Club Room offers direct access to the building loading side door and one freight elevators to the street level.

### Restrooms

All venue restrooms are located on each floor and are accessible by elevator from all levels of the venue.

### The Greenroom

The Manhattan Club Room has a modern greenroom suite consisting of one **8' x 10' dressing room**

### Seating

280-seated

### Dimensions

3520 Square feet

### Screen Dimensions

Please check with us

### Solar Shades/Blackout Curtain

Available for all events, operated from touch pad at stage right. Utilized for added privacy, defusing natural light, televised events, film screenings, etc.

### Floor

Blond walnut floor layered on top of  $\frac{3}{4}$ " plywood on sprung 2' x 4' sleepers.

### Loading Dock Access

Access to The Manhattan Club from the 52nd Street entrance is via a passenger elevator in the lobby OR via a one-flight of stairs.

### Piano

None

### Furniture

The Manhattan Manor can provide:  
8 black armchairs  
2 small black side tables (for water)  
4 small end tables  
20 black armless musician chairs  
20 music stands  
4 black directors chairs

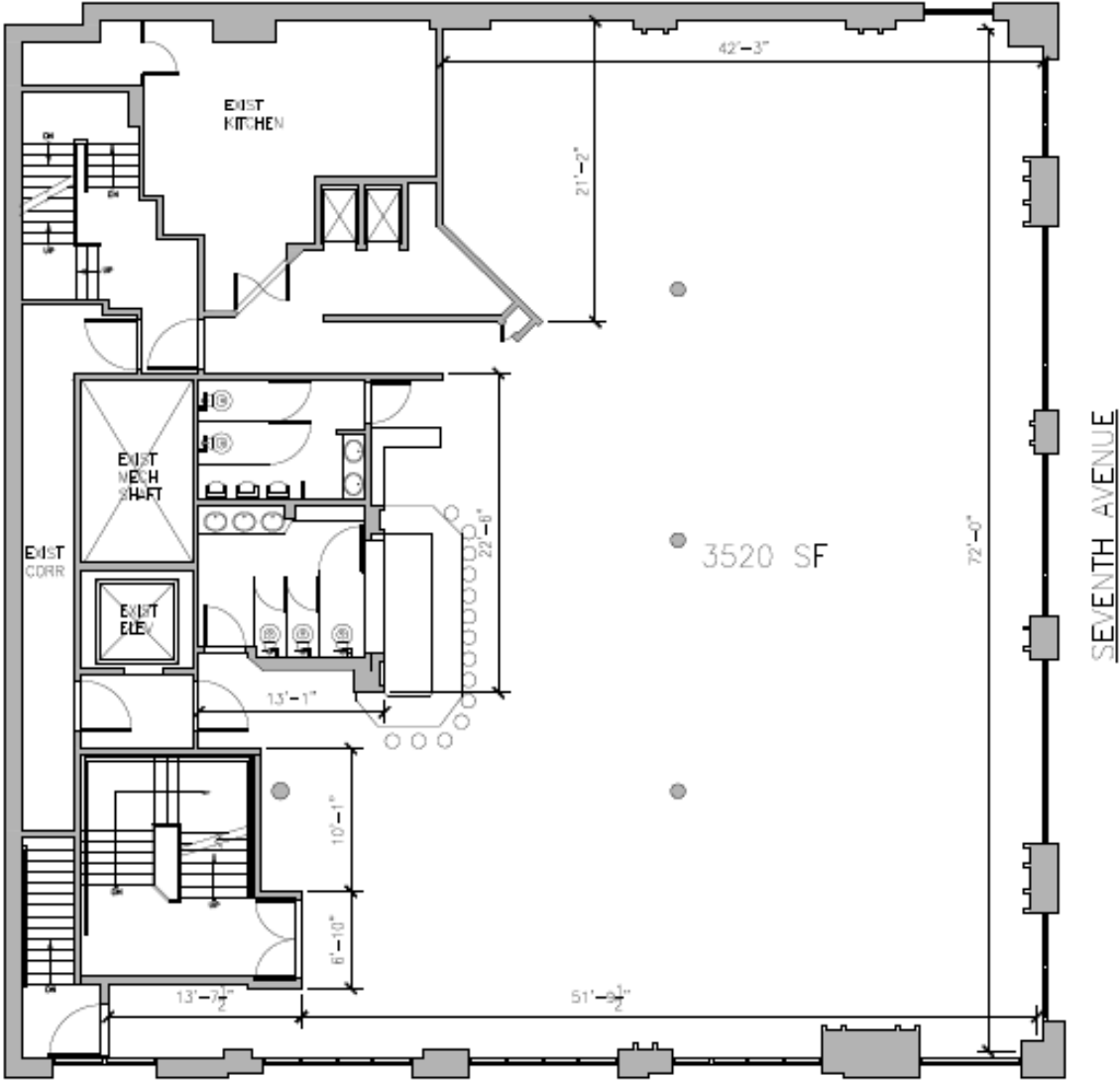
### Note:

The Manhattan Manor has a very small inventory of additional items. Please contact The Manhattan Manor production staff for rental cost information.





THE MANHATTAN CLUB – FLOOR PLAN





## BACK OF HOUSE SPECIFICATIONS – THE LOADING DOCK

### Loading Dock Information and Policies

Loading dock is located on 201 West 52<sup>nd</sup> St. between 7<sup>th</sup> Ave and Broadway. Shipments to the loading dock should be addressed to:

The Manhattan Manor  
201 West 52<sup>nd</sup> St.  
New York, NY 10018

- All shipments and deliveries must be coordinated through The Manhattan Manor production staff no less than one (1) week prior to the event.
- Only vehicles with commercial plates are allowed access to the loading dock.
- All vehicles accessing the loading dock must have a pre-approved Certificate of Insurance on file with The Manhattan Manor.

Note: After-hours loading dock access fees may be charged to User's final invoice.

### Shipping Policies

The Manhattan Manor is not responsible for items shipped or mailed to the venue in advance of a User's License Term. All event materials should be hand delivered to the venue within the User's rental timeframe.

User is also responsible for the packaging and return shipment of all event materials. User is responsible for removal of all unused packing materials. Any materials left on site after the end of the User's License Term will be disposed of as trash.

### Loading Dock Capacity and Dimensions

The loading dock is equipped with three (3) bays, each with dock leveler.

Maximum Vehicle Height = 13' 6"  
Maximum Vehicle Length = 43'  
33' to dock gate  
43' to property line

- All vehicles that exceed 33' in length must be scheduled in advance with the The Manhattan Manor production staff
- Vehicles must not extend beyond the property line; vehicles are not permitted to block the sidewalk.





**Thank You**