



POLICIES & PROCEDURES

CHECK-IN / CHECK OUT

Guest check-in time is 3:00 p.m. If rooms are requested prior to check-in time, early arrivals will be accommodated, as rooms become available.

Check-out time is 11:00 a.m. Our Bell Staff can store luggage on a complimentary basis for those guests who have checked out, but are not yet departing the hotel. For those not wanting to stop at the Front Desk on the way out, Hotel guests may utilize the express checkout feature which can be accessed via guest room television or by dropping their room keys into the express checkout key drop boxes located in the hotel elevator banks.

Distribution of items to attendees upon check-in will have a \$2.00 per item charge for anything over ten packets. This charge is subject to change without notice.

BAGGAGE SERVICE

Guests arriving individually are greeted at the front door by a Bell person and given a claim check for their luggage. The luggage is then delivered to the guest's room.

Guests arriving in a single group or in "batch" arrivals will arrive at The New York-New York front entrance. Your Convention Service Manager can prearrange Bell staff to be available to take the luggage off the group's bus or shuttle while guests enter the hotel to register. Luggage will be delivered to the guest rooms once rooms are available. Group arrivals are subject to a mandatory baggage handling charge, currently \$7.00 per person and is subject to change. This charge covers the handling of baggage both in and out of the hotel.

ROOM DELIVERIES

Items can be placed inside the sleeping rooms (not outside or under the door) after a guest has checked in. Items will not be delivered prior to arrival. The Hotel will charge \$2.50 per item, per room for all deliveries, subject to change.

GUEST ROOM PHONE CHARGES

Hotel will apply a \$3.00 per room/per day room charge which will allow guests to enjoy unlimited local and toll free calls, use of calling cards, and collect calls from their guest room. Third party and direct dial long distance calls will incur additional charges at the AT&T Operator Assisted rate plus 55% per call. These prices are subject to change.

Please advise the Meeting and Group Services Manager if you should require a phone in your meeting room or at your registration desk. An additional charge is required for this service and should be requested at least three (3) weeks prior to your event.

High Speed Internet use in a guest room is \$14.99 for a 24-hour period. Price is subject to change.

PRINTED MATERIALS

We request that all printed materials concerning Hotel receive approval from your Convention Services or Sales contact prior to sending to your attendees.

WIRE TRANSFER

Should you choose to forward deposits and payment(s) via wire transfer, please follow the procedure outlined below. All funds should indicate the group name and be directed to your New York-New York sales contact. The bank information is outlined below:

Bank of America
Las Vegas, Nevada - Main Branch
Account Number 99-0096968
Account Name: New York-New York Hotel
ABA Number 026009593

Attention: (Sales Manager Name), Sales Manager

Client is responsible for any applicable bank/transfer fees

CHECK INSTRUCTION

Should you choose to forward deposit(s) and payment(s) via check, please send to the following address. All funds should indicate the group name and program dates.

New York-New York Hotel & Casino
3790 Las Vegas Boulevard South
Las Vegas, NV 89109
Attention: (Sales Manager Name), Hotel Sales Department

FOOD AND BEVERAGE GUARANTEES

Guaranteed numbers of attendees for all functions must be received by the Catering Manager three (3) business days prior to the function and four (4) business days for functions on Sundays and Holidays. Meeting Group will be charged the guaranteed number of attendees or the number of people actually served, whichever is greater. For groups with assigned seating, the final diagram must be submitted with your guarantee count. In addition, Hotel will not set more than 3% above your guaranteed number of attendees, not to exceed 50 people. If a guarantee count is not received, the number of guests indicated on the Banquet Event Order will be the guaranteed attendance. Reception stations are charged on the total number of guests guaranteed.

AUDIO-VISUAL

Presentation Services Audio Visual (PSAV) is the provider of AV equipment and labor for New York-New York. However, Meeting Group may utilize the services of the producers, directors, designers, and show staff of its choice upon proper notification to Hotel. A complete listing of equipment and services available from PSAV can be found on the New York-New York Hotel & Casino website at www.nynyhotelcasino.com/pages/meetings_services.asp.

MGM MIRAGE EVENTS

MGM Mirage Events is a division of MGM MIRAGE offering decorating and entertainment services. No meeting or food and beverage event is too large or too small for creative wall treatments, florals, linens, custom designed props and signage. A fully staffed workshop provides convenient one stop shopping for all special events. For additional information, please contact MGM Mirage Events at 702-696-7000.

SHIPPING AND RECEIVING

There is limited storage space available at the Hotel. Therefore, shipments to the Hotel more than three (3) days in advance of the arrival date cannot be accepted. Shipments that require special handling should be coordinated with the Convention Services Manager or the Business Services Center prior to shipping. C.O.D. shipments or shipments that require a fork lift to unload will not be accepted. All packages should be addressed as follows:

New York-New York Hotel & Casino
3790 Las Vegas Boulevard South
Las Vegas, NV 89109
Hold for: Guest Name/Confirmation Number (required)/Company Name
Arrival Date:
Box: # of #

For ease of handling, packages and boxes should not be heavier than 100 pounds. Any boxes that are heavier must receive prior approval from the Convention Services Manager. There is a handling fee for each box sent to and/or from the Hotel. The following fees are current and subject to change:

0 - 5 lbs. - \$6.00 each
6 - 15 lbs. - \$12.00 each
16-30 lbs. - \$17.00 each
31-50 lbs. - \$22.00 each
51-75 lbs. - \$27.00 each
76-99 lbs. - \$37.00 each
100-999lbs. -\$.60 X Weight
1000 lbs. and over -\$.80 X weight

Moving boxes from a guest room to a meeting room or from a meeting room to the Business Center is subject to a \$1.50 per box fee. This fee is subject to change.

SIGNAGE AND DISPLAY ADVERTISING

Hotel retains exclusive rights to all display advertising within the function space and all other space on the Hotel property. Meeting Group may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on Hotel property, and may not place any signage or banners in the function space or on Hotel property without prior written consent of Hotel. In the event Hotel grants its consent for Meeting Group to advertise within the function space or on Hotel property, it shall be a nonexclusive right to advertise. Any signage or banners approved by Hotel may only be hung or posted by the Hotel Property Operations department for a fee of \$50.00 per hour, minimum one (1) hour. It is the policy of Hotel that all signage approved by Hotel must be 28" high x 22" wide and 1/8" thick and must be professionally printed on both sides. No flyers, advertising materials or free samples shall be produced, placed or distributed, without the prior written approval of, and under the conditions established by Hotel. Meeting Group, its agents, contractors and employees, may not affix signage to any wall located on the Hotel property.

SAFE USE OF FUNCTION SPACE

Meeting Group shall, at all times, conduct its activities in a safe and careful manner, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations and requests by duly authorized governmental agencies having jurisdiction, as well as those of the Board of Fire Underwriters or any similar body and Hotel.

HOTEL SERVICES

If Meeting Group desires to utilize any Hotel services, outside of those to be provided by Hotel as expressly provided for herein, Meeting Group will compensate Hotel for such services at agreed upon amounts or actual costs based upon Hotel's prevailing rates at the time of such services. Hotel will bill Meeting Group for contracted services, and such billings shall be due and payable as pursuant to Section 7 of this Agreement.

ACCESS AND RIGHT TO ENTER

Representatives of Hotel may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.

DAMAGE TO PROPERTY

Meeting Group shall be liable for any damage, normal wear and tear excluded, to the Function Space, or to any other real or personal property of Hotel, caused by the act or omission of Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Meeting Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space, Hotel equipment or property. Meeting Group shall return the Function Space to Hotel in as good of condition and repair as the same shall have been found when licensed for Meeting Group's use.

SAFETY

The Hotel warrants that it has hard-wired smoke detectors in each sleeping room and meeting room and an automatic sprinkler system in compliance with the Federal Hotel and Motel Fire Safety Act of 1990.

LIQUOR LIABILITY

The Hotel agrees that its employees and agents shall, at all times, comply with all federal, state and local laws pertaining to the sale, service or furnishing of alcoholic beverages, including, but not limited to, the local law requirement that all employees who serve alcoholic beverages attend a comprehensive alcohol awareness training program. The Hotel represents that Nevada law provides no redress against sellers or furnishers of alcoholic beverages for resulting injuries or damages caused by the acts of intoxicated persons.