

# CHINA INSTITUTE IN AMERICA

## SPACE RENTALS

Treat your guests to an experience they will never forget — choose China Institute for your next event. China Institute offers versatile spaces and a warm, intimate atmosphere, making it a premier facility for a variety of events. China Institute is an ideal location for:

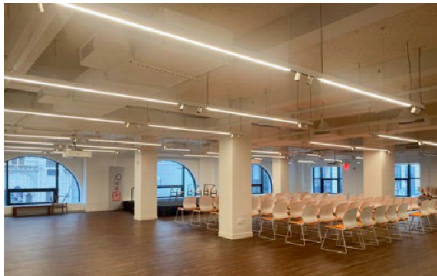
- Lectures, seminars, and programs
- Business meetings and conferences
- Corporate breakfasts and luncheons events
- Executive retreats
- Seated dinners and buffets
- Cocktail receptions



## OUR SPACES

The attendance capacities below are approximate and depend on both the type of event and the room set-up. Pricing includes a 2-hour minimum facility rental, maintenance fees, and a limited number of tables and chairs. Admission to the China Institute Gallery during regular business hours is also complimentary during periods when exhibitions are on display.

Additional charges may be required for staffing and other expenses incurred by China Institute. Any charges would be discussed and agreed upon prior to signing the rental agreement.



### Multifunction Room

3000 Square Feet

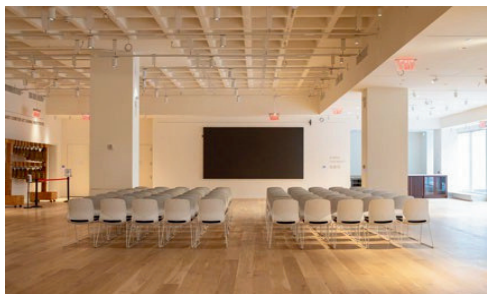
Banquet: 70

Reception: 220

Program Seating: 170



This large hall is ideal for lectures, conferences, small banquets, and intimate performances. The space is equipped with advanced multimedia equipment, including three screens and projectors and an 8-channel sound system. A lobby outside the hall is available for receptions.



## Grand Hall

6000 Square Feet

Banquet: 175

Reception: 400

Program Seating: 250



China Institute's Grand Hall, opening in 2024 on the ground floor at 100 Washington Street, will feature a large premier event space for banquets, seminars, performances, or cocktail parties. The space will include a large projection system, demonstration kitchen, catering kitchen, and tea shop/cocktail bar.



## Library

355 Square Feet

Seating: 12

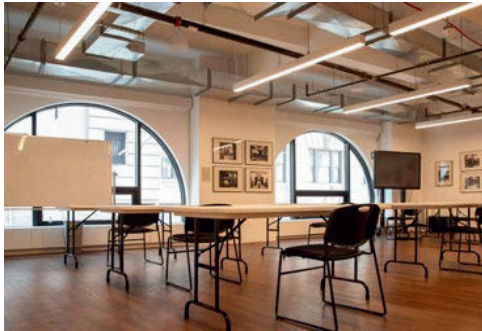
China Institute's Library is an elegant studio for small classes or high-level meetings and discussions. The room is equipped with an interactive touchscreen and capabilities for tele- and video-conferencing.



## Classrooms

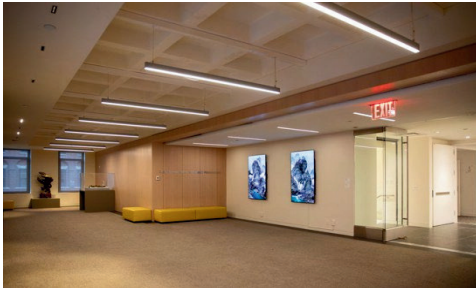
Classrooms 1, 2, 4, 5, 6, 7  
295 – 377 Square Feet/Each  
Seating: 18 - 22

Classroom 8  
(Performance Classroom)  
891 Square Feet  
Seating: 50



China Institute's classrooms are equipped with sound systems and SmartBoards suitable for a variety of presentation and teaching activities.

The performance classroom can be used for art, dance, music and movement classes or presentations for up to 50 people.



## Gallery Foyer

1085 Square Feet  
Reception: 120  
Program Seating: 100



Located outside of the acclaimed China Institute Gallery on the second floor of China Institute, this space is suitable for formal and informal receptions and programs. A large monitor can be used for presentations or promotional displays. A portable sound system is also available for talks and performances.