



Conference Venue Rental Application Method [Y Hotel Taipei Attachment]

1 · Meeting hours

Morning	09:00-12:00	Each section 3 hours, over 15 min charge 30 min. We collect 30% deposit for the reservation, a week prior to the event, less than a week, 3 days prior to the event. Evening is only available Monday to Friday.
Afternoon	14:00-17:00	
Evening	18:00-21:00	

2 · Meeting venue capacity and rentals

Venue	Room	Capacity	Amount (3hrs)	Remark
Large conference Room	2nd Floor auditorium	“Classroom” set up for 60-100 persons	NT\$ 11,000	Built-in ceiling projector. Not applicable for piano. Room setup style can be adjusted.
Medium conference Room	201	“Theater” set up for 50-60 persons	NT\$ 6,000	Theater Classroom U-Shape
		“Classroom” set up for 40-50 persons		
	203	“Theater” set up for 30-40 persons	NT\$ 4,500	
“Classroom” set up for 20-36 persons				
	311	“Classroom” set up for 25-30 persons	NT\$ 4,000	Built-in ceiling projector. Not applicable for piano. Room setup style can be adjusted
Classroom	301	15 persons	NT\$ 2,500	Long table, “U-shape” set up
	205	12 persons	NT\$ 2,500	
	302	12 persons	NT\$ 2,000	
	303	10 persons	NT\$ 1,800	Tablet chairs, “U-shape” set up
	204	8 persons	NT\$ 1,200	Long table
	304	8 persons	NT\$ 1,200	Tablet chairs

3 · Others

Catering service	Lunch box, 100 NTD/serving. Catering Desserts, 2000 NTD up. (No amendment on the event day.)	Please inform YMCA and pay the fee for catering service 3 days prior to the event. It is alternative. The users can prepare by themselves.
Venue guidance	There are instructions/guidance for directions and the name of users/event at doorway and around corners.	They are made with simple color A4 paper.

▼ Payment

- We offer 10%off for the meeting rentals for hotel guests and the payment could be made at Y Hotel Taipei.
- Cancellation of hotel accommodation, the meeting rentals would collect in NT Cash at YMCA downtown Branch.