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COMMUNITY + CULTURE

So you’re looking to host an event at CSI? That’s great! We’re looking forward to having you here. In this document you will find information pertaining to our physical space, logistics of the building we operate in, and some tools to help make your event a success. But before digging into all that, a brief note on who we are, the people we work with, and how you fit in.

We are a shared workspace open 24/7 to our community of individuals and organizations who are changing the world. Although the event space is separate from the member workspace, we ask that when renting with us you respect all spaces as you would your own office.

We successfully operate a Do It Together culture. We’re happy to provide paid support staff for major events, and will lend a hand during the daytime when possible, but ask in return that you provide your own staff to lead setup and breakdown. Even if your group does not require setup, every little piece helps! If you find yourself in the kitchen, we’d appreciate a hand loading the dishwasher: You might even meet someone new.

We’re cool, and we assume you are, too. Ask for help, say hello to a stranger; and enjoy your experience at CSI. Help us maintain our culture, we promise to do everything within our power to do the same.
All Classrooms receive natural light, and are divided by windowed garage doors.

Sample room configurations. All furniture is mobile.
FLOOR PLANS + LAYOUTS: SAMPLES

80 chairs facing west wall in Classroom A
FLOOR PLANS + LAYOUTS: SAMPLES

150 chairs facing north wall of Classroom B
FLOOR PLANS + LAYOUTS: SAMPLES
FLOOR PLANS + LAYOUTS: SAMPLES
THE CENTRE FOR SOCIAL INNOVATION

FLOOR PLANS + LAYOUTS: ELECTRIC PLAN

Sample room configurations. All furniture is mobile.
Various colors represent independently controlled audio zones that can be combined in a number of configurations.
WiFi, FURNITURE + IN-HOUSE AMENITIES

Whether you’re hosting a fundraiser, conference, meditation session or hackathon, we have the tools you need to produce a stellar experience for your guests.

**FURNITURE**

150 CHAIRS  
10 BANQUET TABLES (6’X2’)
5 CAFE TABLES (2’X2’)
10 WOODEN CRATES
3 MOBILE WHITEBOARDS
1 ROLLING BAR

**AUDIO / VISUAL**

2 VGA PROJECTORS, MOBILE
2 HDMI+VGA PROJECTORS, MOUNTED
2 PROJECTION SCREENS, 10’X10’, MOUNTED
2 PROJECTION SCREENS, 5’X5’, MOBILE
2 POLYCOM SOUNDSTATION CONFERENCE PHONE
3 WIRELESS HANDHELD MICROPHONES
2 WIRELESS LAV MICROPHONES

**WiFi**

75 MBPS UP / 75 MBPS DOWN
LOGIN: CSINY_GUEST // itsuptoUS!
THE CENTRE FOR SOCIAL INNOVATION

WiFi, FURNITURE + IN-HOUSE AMENITIES: KITCHEN

2 REFRIGERATORS
2 DISHWASHERS (90 MINUTES WASH CYCLE)
150 QT COOLER

100 SMALL BOWLS
100 LARGE BOWLS
100 SMALL PLATES
100 LARGE PLATES

20 SMALL GLASSES
50 TALL GLASSES
150 WINE GLASSES
10 WATER PITCHERS

100 MUGS
2 AIRPOTS (1 AIRPOT SERVES 6)

Note: The fridges are used by the CSI community and space is available on an as needed basis. Please check with your Events Coordinator when you know how much space you require! Unfortunately we do not have a freezer or an ice machine.
RECOMMENDED VENDORS

We work hard to support our sector and hope that you can join us. You have the freedom to work with any vendor, but we encourage you to take a look through our recommended list of socially responsible and sustainable friends below!

CATERING

COFFEE
coffeednyc.com

NOEL'S KITCHEN
noelscateringkitchen.com

DRIVE CHANGE
drivechangenyc.org

MARCEY BROWNSTEIN
olga@marceybrownstein.com

SAVORY
catering.savorynyc.com

WICHCRAFT
wichcraft.com/catering/

PHOTOBOOTH

SHUTTERLUX
shutterluxnyc.com

BARTENDING + STAFFING

TOPNOTCH STAFFING
topnotchstaffingnyc@gmail.com

RENTALS + PARTYWARE

PARTY RENTAL LTD
partyrentalltd.com

SUSTY PARTY
sustyparty.com

A/V

SOUNDHOUSE
soundhousenyc.com

ICE DELIVERY

HAMPTONS MARKETPLACE
212.967.9077
ELEVATORS, BUILDING SPECIFICATIONS + LOCATION

We’re located on the third floor of the beautiful Starrett-Lehigh building in West Chelsea. Here’s how to get yourself, your guests, and all your supplies in and out!

BUILDING HOURS
MONDAY - FRIDAY
8AM - 6PM

FREIGHT
MONDAY - FRIDAY
7 AM – 7:45 PM

SATURDAY
7 AM – 1:45 PM

ENTRANCE ON W 26TH ST
APPROACH FROM WEST SIDE HIGHWAY
DIMENSIONS: 8 FT HIGH – 10 FT X 10 FT
$100/HR @ MIN. 4 HOURS FOR OUTSIDE OF OPERATING HOURS

TRUCK FREIGHT
MONDAY - FRIDAY
7 AM – 5:45 PM

ENTRANCE ON W 27TH ST,
APPROACH FROM 11TH AVENUE
DIMENSIONS: 11 FT HIGH – 20 FT X 20 FT
BUMPER TO BUMPER
$100/HR @ MIN. 4 HOURS FOR OUTSIDE OF OPERATING HOURS

DIRECTIONS TO BUILDING

TO 23RD AND 8TH
TO 34TH AND 8TH
TO 23RD AND 7TH
AND PATH TO 23RD AND 6TH
THANK YOU

We know that every event is different, and we're here to help!

Give us a call at 212.274.8444 or email us at events@socialinnovation.org