



# The Pocantico Center

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Conference  
Facilities

# A singular place to gather, discover, and grow

- Once home to the Rockefeller family, The Pocantico Center's verdant campus in the scenic hills of the Hudson Valley just 20 miles north of NYC has been host to some of the most influential leaders, thinkers, and creative minds of the last century. Today, the Rockefeller Brothers Fund continues to bring together people at Pocantico through a robust slate of conferences, artist residencies, tours, performances, exhibitions, and educational programs.
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# Location

- The Pocantico Center ([Map it](#))  
200 Lake Road  
Tarrytown, NY 10591
- Located 2.3 miles from [Tarrytown](#), and 1.8 miles from [Sleepy Hollow](#).
- Directions to Pocantico from multiple locations are available [here](#).
- Getting to Pocantico from NYC: Take a 40-minute train ride from Grand Central Station to the Tarrytown train station via the Metro-North Hudson line, followed by a 10-minute cab/uber ride.
- Please note: Sleepy Hollow/Tarrytown are not easy to access from Pocantico on foot or bicycle due to hilly, narrow roads with no sidewalks. If the resident(s) don't have a personal vehicle, they will need to arrange taxis/Ubers to get into town.



**Coach Barn**



**Kykuit**



**Abeyton Lodge**



**David Rockefeller  
Creative Arts Center**



# Coach Barn

## I. Ground Floor – The Conference Center

- ❖ Lobby
- ❖ Main Conference Room
- ❖ Lecture Room
- ❖ Breakout Room
- ❖ Dining Hall
- ❖ Loggia
- ❖ Business Center

## II. First Floor

- ❖ Automobile Hall
- ❖ Carriage Room
- ❖ Direct access to parking lot

## III. Second Floor

- ❖ Guest Rooms
- ❖ Hayloft

# Lobby

The Pocantico Center staff welcomes guests in the lobby and checks them in. The lobby is also available as a breakout space.



# Loggia

An informal area behind the main conference room is utilized as a cocktail reception venue and for breakout sessions and coffee breaks.





# Main Conference Room

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## Capacity

- Seating for up to 24 around the octagonal table

## Audio/visual capabilities

- Video conferencing
- Teleconferencing
- Digital recording
- Laptop & presentation screen
- Easels with pads

*Acoustics in the meeting room eliminate the need for amplification but can be accommodated upon advanced request.*

# Lecture Room

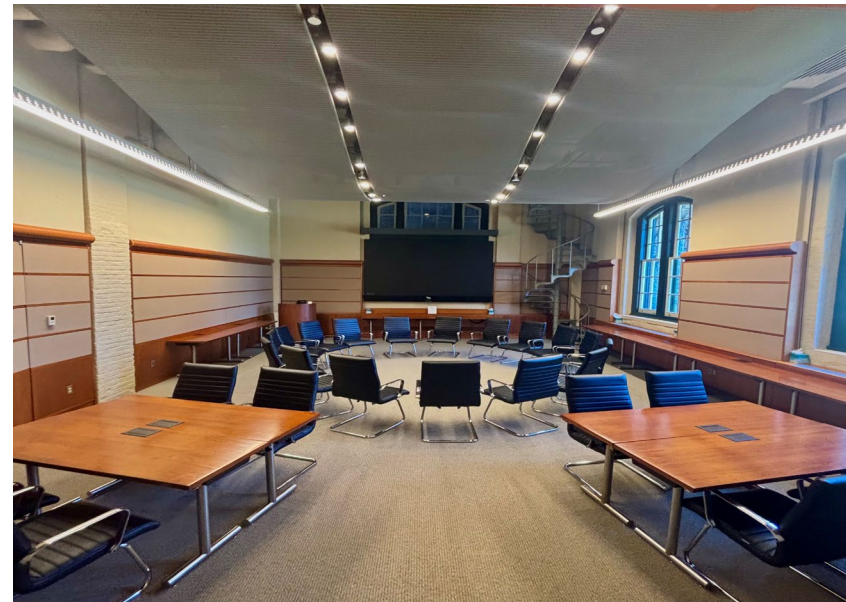
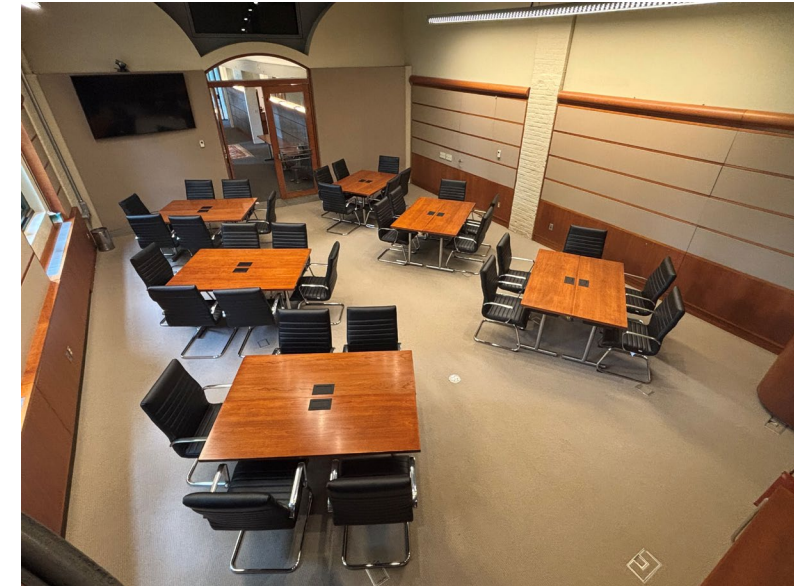
## Capacity and seating options

- Seating for up to 30 around a hollow square table
- Seating for up to 24 around a U-shaped table
- Up to 6 blocks of tables

## Audio/visual capabilities

- Video conferencing
- Teleconferencing
- Digital recording
- Laptop & presentation screen
- Easels with pads

*Acoustics in the meeting room eliminate the need for amplification but can be accommodated upon advanced request.*





# Breakout Room

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## Capacity and seating options

- Seating for up to 12 around the table

## Audio/visual capabilities

- Video conferencing
- Teleconferencing
- Laptop & presentation screen (upon advanced request)
- Easels with pads

# Business Center

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- Two computers with MS Office software, with high-speed Internet access
- Copier / printer / scanner





# Dining Room

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- The dining room can accommodate up to 35 guests.
- Each table seats up to seven guests.
- Rearrangement is available for smaller groups.



# Automobile Hall

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A museum space that contains a collection of antique, vintage, and contemporary automobiles. Located on the first floor of the Coach Barn and utilized as a cocktail reception

# Carriage Room

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A high-ceilinged museum space with large windows, original glass globe electric chandeliers, and antique carriages. Located on the first floor of the Coach Barn and utilized as a cocktail reception area.





# Fitness Equipment

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There is an exercise area equipped with a Life Fitness elliptical and a Cybex bicycle for your use on the 1st floor of the Coach Barn.



# Hayloft

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A comfortable gathering place for after-dinner informal discussions; may also be used as a breakout space.

# Accommodations

- Guests are lodged on the second floor of the Coach Barn building.
- All accommodations have a private bath.
- There are three bedrooms with king sized bed, five with queen sized bed all other rooms have twin sized beds.
- Hair dryers are also provided in each bedroom and adapters are available upon request. Electrical outlets are 115 volts/60 cycles.

# Kykuit

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- The RBF offers a complimentary tour of Kykuit given by museum educators or curatorial staff.
- Conferees are lodged on the third and fourth floors. There are six bedrooms with king sized bed, four with queen sized bed, all other rooms have twin sized beds.
- Groups can hold a reception on Kykuit Terrace, an outdoor reception area overlooking the Hudson River. Available June-August, weather permitting.



# Abeyton Lodge

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- Available from September to May  
from 6:00 a.m. to 10:00 p.m.



# Living Room

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## Capacity

- Seating for up to 40 around the hollow square table
- Other seating arrangements available if necessary (larger groups than 30 can be accommodated for day meetings)

## Audio/visual capabilities

- Equipment will need to be rented (upon advanced request) - additional fees may apply
- Laptop
- Easels with pads

# Living Room

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## Capacity

- Seating for up to 50 for special occasions
- Other seating arrangements available if necessary





# Card Room

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## Capacity

- Seating for up to 24
- Available for receptions & meals

# Gym

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Located at the lower level; equipped with cross-trainer, treadmill, and upright bike



# Billiard Room

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Located on the second floor





# David Rockefeller Creative Arts Center

- The RBF offers a complimentary 20-minute tour of the DR Center and its current art exhibition.
- Groups can hold a cocktail reception in the gathering space near the gallery or on the exterior terrace; subject to availability.

# Frequently Asked Questions

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## **Fees:**

- Conference and lodging fees: \$90 per person per diem (includes overnight accommodations, coffee breaks, conference supplies, pads & pens etc)

## **Meals (all prices include catering labor cost):**

- Breakfast: approximately \$25.00 per person (continental breakfast)
- Lunch: approximately \$35.00 per person (one menu per meal)
- Reception & Dinner: approximately \$100.00 per person (one menu per meal)

***Organizer selects one menu for the entire group, caterer will select options for those with dietary restrictions.***

## **Spouses/Partners:**

- Spouses/partners generally do not attend Pocantico meetings unless they are participating in the meeting themselves.

## **Children:**

- Only nursing babies are allowed. (No toddlers/children.)

## **Service Animals:**

- We welcome service animals trained to perform tasks for people with disabilities; please contact our staff in advance of your arrival to ensure proper arrangements. Pets and emotional support animals are not permitted at Pocantico.