



Oasis Room

Our Oasis Room is a beautiful indoor space, located upstairs on the second floor of the Park 54's main dining room. We can accommodate up to 50 guests in this space. The rental fee is \$500.00 with a Food & Beverage Minimum of \$2,500 including tax, gratuity, and administrative fee.

We are pleased to offer you catering menu options (see catering tab), which changes seasonally, as well as event information on hosting an event at Park 54.

If you have any questions, please feel free to contact our event coordinator, Chala Harris-Garcia, by entering your Info below. She would be happy to schedule a call, and very much look forward to the opportunity to meet and plan with you. Thank you again for considering Park 54!

Frequently Asked Questions

What items contribute towards the Food & Beverage Minimum?

Any hosted food and beverage items will be applied towards the minimum. Room rental, tax, service gratuity and administrative fee are not included. Additionally, Cash Bar charges are not applied towards the Food & Beverage Minimum.

What does the room rental fee cover?

The room rental fee guarantees exclusive use of your private event space for the contracted time period. Additionally, Park 54's house china, flatware, stemware, tables, chairs, set-up and breakdown are also covered in the rental fee.

What is the difference between my room rental fee and my deposit?

The deposit completes the booking process and secures the date and time contracted. Your deposit will be applied towards your final bill at the conclusion of your event. The room rental is a separate, non-refundable, charge that rents the space and covers the set-up, etc.

What is Park 54's payment and cancellation policy?

If you are interested in confirming a date, Park 54 requires a signed contract and non-refundable deposit. This deposit would be calculated based on 25% of your estimated event total. The contract will also detail that final payment is due at the conclusion of your event. Should you need to cancel, any deposits made towards the event may be applied to another Park 54 event within (1) calendar year of the date of cancellation. You may only terminate the contract agreement upon written notice to Park 54.

What does the administrative fee cover?

The Administrative Fee is an industry standard in the event planning industry and is largely a part in how your Event Manager is compensated. This percentage-based fee considers not only on-site guidance, and event execution, but also the many hours of pre-planning for our clients.

The Administrative Fee is a 7% fee applied to all hosted food and beverage items.

Frequently Asked Questions Continued...

What are the limitations on decorating?

You can decorate however you choose, with a few parameters. Park 54 does not permit the use of confetti, confetti balloons, glitter or rice nor does Park 54 allow anything adhered to the walls including but not limited to the use of tape, nails, screws, decals, hooks (including removable hooks) or Velcro. Use of these items will result in a cleaning/maintenance fee of \$1,000.00 charged to the client. Clients must disassemble all décor and balloon arrangements at the conclusion of their event.

What is the time frame for my event? Can we add time to my event?

The rental period for Park 54 Events is 3 hours. Park 54 does allow clients to add additional rental time, please consult your Event Manager for more information.

What time can I set up?

You will have access to your event space 90 minutes prior to your contracted event start time.

When can I view the event spaces?

Site visits are scheduled by appointment only. This will guarantee you a full walk through of the space with your Events Manager when the event space is not in use by another private event.

Are outside desserts permitted?

Yes, we do allow for outside desserts, however, you will be subject to a \$1/outside dessert fee per guest (not a cutting fee). This covers any/all desserts. Please let your Event Manager know the name of the licensed bakery prior to your event.

What are the Audio-Visual Capabilities of Park 54 Event spaces?

Park 54 is happy to work with clients to best accommodate their audio-visual needs. DJs, Live Music, and Microphones are permitted, please consult your Event Manager for more information.

Frequently Asked Questions Continued...

Complimentary Services:

Wi-Fi, Power Strips, Extension Cords, Assorted Connection Cables, House Music, Easels, Thermostat Control

What Beverage Options are offered for Events?

Cocktail Service is included with all Events:

While Park 54 Event Spaces do not have satellite bars, cocktail servers will take orders and deliver drinks directly to your guests.

Open Bar by Consumption:

Guests may order their preferred beverages. Beverages are added to your final bill and contribute towards your F&B minimum.

Limited Open Bar by Consumption:

Guests may order beverages based on the parameters set by you (Ex. House Brand Beverages Only, Non-Alcoholic Beverages Only etc.) You may also set a monetary limit to the Open Bar. Beverages are added to your final bill and contribute towards your F&B minimum.

Cash Bar:

Upon ordering from cocktail servers, guests will be asked to start a tab under their name and a credit card will be held. Guests will be presented their own beverage bills at the conclusion of the event. Cash Bar sales do not contribute towards your F&B minimum.