



Where to Start / FAQ's

Planning a private party, wedding reception or rehearsal dinner or a corporate event can sometimes feel like a daunting task, but we can make it easy! Here are some things you will want to think about and an overview of how we work at the Oasis Events...

1. First, check availability for your proposed date and have Oasis Events generate a proposal for your reception or special event.

To do so, simply fill out an **Instant Quote Form** while visiting our web site and a proposal will automatically be generated in your browser window. We will receive a copy of your quote forms and we will follow up with you to let you know about availability at The Terrace, the Murat or Indiana Square at the same time. You can also call us at 317-348-0006.

A date is considered "booked" with Oasis Events once a deposit is received. However, if you receive a proposal from us and you come in to see our venue, you can tentatively reserve the date for up to 4 weeks. In other words...if another party would like to book that same date, "tentative" status insures that we will call you for your final decision before booking with the other party. At that time your deposit will be due.

Hint: You do not need to know exactly how many guests you will have to sign a contract for your event. Oasis Events will allow you to make those kinds of changes up to two weeks before you're the actual date of your reception, when your final guest count is due.

2. Maximum Capacity and Total number of guests (assumes room for a dance floor).

The Terrace at Market Tower - 250 guests
The Corinthian Room (Murat) - 175 guests

The Arabian Room (Murat) - 400 guests
The Tunisian Room (Murat) - 125 guests

Oasis Events bases its pricing on a Per Person Rate for its Event Packages and Hors d' Oeuvres Receptions. We use the total guest count to determine how much food to serve so we are counting on you to be as accurate as possible with your final number.

3. Type of Service

Oasis Events does not differentiate its event pricing based on buffet or plated service. Typically we will have higher food costs for buffet service and higher labor rates for plated service, so we price both types of service the same. We do however offer the following packages:

- Dinner Only – Includes two entrée selections, salad, bread, vegetable and starch selection - starting at \$34 per person*
- Dinner with four Hors d' Oeuvres - starting at \$48 per person*



- Heavy Hors d' Oeuvres Only (usually 10-12 selections) - estimate \$42 per person with selections ranging from \$3 - \$5 per person.
 - * Certain premium entrée selections may cause the rate per person to be higher.
 - * Salads will typically be served plated for both plated and buffet service.

Hint: Hors d' Oeuvres receptions and serving your wedding cake buffet style are two great ways for your guests to get up and mingle with one another. Hors d' Oeuvres receptions allow you to introduce different types of cuisine that reflect your personality as well. Blended service styles can be introduced as well. Consider the first round of hors d' oeuvres being served family style and then stations for the rest of your hors d' oeuvres selections.

4. What type of bar service do you want to offer at your event? Will it be a Hosted Bar or a Cash Bar?... Premium or Well brand liquors?

Oasis Events charges for bar service three different ways:

- Cash Bar – your guests pay for their own drinks
- Consumption / Host Bar – you pay for your guests' drinks on a per bottle/drink basis
- Beer & Wine, Well Brand or Premium Brand Liquor Packages – you pay a fixed rate for your guests' drinks based for the **6 hours** that you have reserved the room (includes bartender fees and the rate per person for soft drinks).

A Minimum Charge of \$6 per person will be applied to bar service billed on a Cash or Consumption Basis. There is also a \$100 charge per bartender – typically one bartender can handle up to 125 guests. Oasis Events is happy to help customize a bar package that best fits your guest list and budget.

*Hint: The package pricing allows you to budget for your event. We have found that our clients typically end up spending less with our package rates per person. Our packaged rates are for **6 hours** and assume 1 drink per hour, per person.*

Hint: Signature drinks or late night coffee drinks can be a fun way to infuse your unique style into your reception.



5. Can the wedding ceremony be held at the same venue?

All three of our venues offer Ceremony space options. The Terrace can handle small on-site ceremonies up to 130 guests . Often times our couples that book at the Terrace will have their ceremony at the State Capitol Building as well, given the fact that it is only a block away. At the Murat Shrine Temple, the Tunisian Room or the Corinthian Room offer wonderful alternatives for having your ceremony at the same location as your wedding reception. Lastly, Indiana Square has ample space to host both your Reception and Ceremony. There is over 11,000 square feet of outdoor event space and the indoor Conference Center that adjoins the outdoor Terrace provides another 3500 is a wonderful alternative as well.

Set up charges are all that is required for ceremonies at both the Terrace and Indiana Square and packaged room rates are available at the Murat. Oasis Events also offers "Day of" Event Coordination services starting at \$350.

6. Think about ways to infuse your unique personality or style into your event.

All weddings have food, music, first dances, cake cuttings and champagne toasts...what will make you reception stand out for your friends and family? Our best advice is to put *yourselves* into the event! Centerpieces, the food, specialty drinks, photos, or music are great ways to remind your guests what they love about you as a couple. Name your tables, don't use just numbers to further play on the theme of your event. Also, think about ways to insure that your guests get up and mingle with one another. We have some wonderful ideas that we are happy to share with you!

7. What if I want something that I don't see on the menu?

Ask! We are happy to try to recreate a family specialty or a favorite entrée that you love.

8. What about music and a dance floor?

There is room for either a band or a DJ at all three of our venues. The Arabian Room has a large built-in wood parquet floor but the rest of our spaces we will need to rent a dance floor. Estimate \$ 325 - \$ 500 for a rental fee based on the size of your event.



9. Decorations

With Oasis Events the expense for decorations can be kept at a minimum. At the Terrace at Market Tower the space is somewhat contemporary. It has lower ceilings and the whole room is mainly windows...it is all about the views of downtown Indy, so you can keep your added decorations to a minimum.

The Arabian Room boasts a stunning starlight ceiling, dramatic lighting and curved walls. Change the color of the room with dramatic up-lighting. The clean lines of this room and staging allow you to create a reception that your guests are sure to remember.

The Corinthian Room is elegant and stately. Beautiful chandeliers and columns and a small stage make this a wonderful setting for both receptions and wedding ceremonies.

The Tunisian Room provides a whimsical setting for small wedding receptions or rehearsal dinners. In this room, the Murat Shrine's middle-eastern backdrop is most prevalent and it provides a warm and interesting environment for your special event.

Lastly, the Outdoor Terrace at Indiana Square is located in heart of downtown Indianapolis. The view is stunning and will provide enough of a visual impact for your guests to enjoy at your reception!

What's more, Oasis Events has a large selection of votives, vases and candles that you are welcome to use at no additional charge. We are happy to set favors or any other special decorative touches that you plan on using that day.

Hint: Candle groupings, wine selections per table or even individual Hors d' Oeuvres trays per table can take the place of traditional centerpieces.

10. Entertainment for your Guests

Oasis Events has some great ideas for adding "flare" to your event. Things like carriage rides around Monument Circle, caricature artists, or magicians are not expensive and can make your reception truly distinctive in the eyes of your guests. We are happy to share some of the great ideas that we have seen from our past couples!



11. Who will be in charge of your event?

John and Patti Stowers, the owners of Oasis Events work every event. We are truly blessed with a wonderful staff, but the fact is that no one cares about your business the way you do. With that in mind, nothing is ever “good enough” for our guests, and our goal is to consistently exceed your expectations in every aspect of working with us. We believe that adhering to this general premise will serve as a truly differentiating factor for us as we continue to grow and expand our services.

12. What are the “extra charges” that will be incurred?

We like to keep our pricing simple and easy to understand and our line charges to a minimum. Consequently, there are no cake cutting fees, un-corking fees, rates per servers, chef or banquet captains, electrical outlets, table or chairs, etc. We price most everything on a per person basis so that you can quickly calculate changes in the price of your event.

Here is a list of our charges above and beyond our Per Person rates for food, beverages and liquor (Saturday reception rates):

- Room Charges up to 6 hours (\$200 for every hour thereafter)
- Dance Floor Rental: up to \$500 (not required in the Arabian Room at the Murat)
- Service Charge: 19% of Total Bill
- Set up charges for Ceremony Space
- Service Ware and Linen Charge: \$4 - \$9 with a minimum charge of \$125
- Bartender Fee: \$ 100 per server
- Off-site Catering Service Charge: \$ 250.00
- Sales Tax : 9%

13. Transportation and Parking

All three Venues are located in the heart of downtown Indy and both The Terrace at Market Tower and Indiana Square are within walking distance of many of the prominent hotels in downtown Indianapolis. The adjacent parking garages / and or lots for all three of our venues are ran by Denison Parking. Estimate \$5 -\$10 per car, but mostly the rate is \$5 at the Terrace at Market Tower and at Indiana Square. At the Murat, parking can be \$10 more often than not due to the shows scheduled at the Murat Theater, but there is plenty of lower cost lots and street parking in the surrounding areas.

14. Table Set up and Linen Selections

Oasis Events offers 60” round tables at the Murat and at the Terrace at Market Tower, and 72” round tables at Indiana Square. 60” round tables are normally set for 8 guests each but can be



set for 5 – 10 guests; 72” round tables are normally set for 10 guests, but can accommodate 6-12 guests each. “To the floor” round table cloths are used for our wedding receptions and our standard color selection is white, black or ivory. Colored napkins can be rented to match the perfect shade you are looking for.

Chair covers, specialty overlays, upgraded Chiavari or specialty chairs or casual furniture, etc. can all be rented at cost through Oasis Events. For corporate events or rehearsal dinners, two 85” square cloths set with 8 points to the floor can be used to keep the serving-ware and linen less expensive.

If you arrange for assigned seating at your event, you can keep your serving-ware and linen fees lower as you will not need to provide the additional tables that are required for open seating arrangements.

Hint: Chair sashes can be used as table runners as an inexpensive way to add color to your tables at your reception.

15. Room Layout

With Oasis Events, you have complete control over the layout of our room. Upon meeting with you, we will develop a sample floor plan and you can decide where you want everything to be from buffet stations to sofa groupings. It’s your event, so it should be exactly as you have pictured it!

Hint: Our casual seating and sofa groupings can add a relaxed and unexpected element to your reception at the Terrace. At the Murat, use the grand piano to welcome your guests into the Arabian Room. Outdoor casual seating groups make the Outdoor Terrace at Indiana Square even more current!

16. Schedule of Events

Hors d’ Oeuvres and cocktail hours are typically just that, an hour. You may want to add a little time for prayers, toasts or announcements or the event the first dance before you start dinner. The main meal will typically take no more than 45 minutes for both buffet or plated service. Receptions serving just hors d’ oeuvres will typically serve food for 2-3 hours. Whatever your schedule, please know that we are fanatical about adhering to your time lines, but equally as flexible when your schedule slips behind a little!

Hint: If you can keep your photo-time to no more than 45 minutes after the ceremony, you may not have to offer hors d’ oeuvres during the cocktail hour.



17. Breakdown

Oasis Events will take care of everything at the end of the event, but not until the evening is completely over. All of your belongings and special decorations will be packed carefully and your gifts will be loaded out at the end of the evening per your instructions. We are careful not to start too early though... we never remove any of the table decorations until the event is completely finished as we want your guests to feel welcome up until the very end of the evening!

18. Payment and Final Billing

Oasis Events typically requires a deposit of \$1000 - \$2500 to confirm your booking and then 50% of the total bill upon submitting the final guest count two weeks before the event. Payments can be made via cash, check or credit card (Master Card and Visa only please). The final balance will be due the night of the event and all deposits are non-refundable (NO EXCEPTIONS will be made on these two provisions).