



# JAY

SUITES

34TH STREET

ROOFTOP TERRACE &  
EVENT SPACE

31 WEST 34TH STREET  
7TH FLOOR  
NEW YORK, NY 10001

[JAYSUITES.COM](http://JAYSUITES.COM)

212.569.9000

# 34th Street



## Meetings and Event Space

Our 34th street location offers a beautiful and newly renovated 2,500 square feet rooftop terrace, impressive NYC event space. Located at 34th street, between 5th and 6th Avenues, the space is centrally located in Midtown Manhattan just minutes from Penn Station. It provides a picturesque setting to get away from “business as usual.” The Terrace provides spectacular views of New York City, Including the Empire State Building across the street. and other nearby skyscrapers. The beautiful night sky will light up any event and provide an ambiance that cannot be compared to any other rooftop in Manhattan.

## Highlights

- 150-person standing capacity and a 100-person seated capacity, great for small or large events
- Fully furnished with modern decor, comfortable seating and tables
- State of the art sound system with plugins for a DJ + wireless microphones
- Outdoor High Speed WiFi Access
- High-Tech Lighting to set the tone for any desired atmosphere
- Tall, stylish glass panels that add to the modern and unique design and ensure the safety of all occupants
- Catering available
- Bar/cocktail services available
- Open Daily from 10 AM to 10 PM

# ROOFTOP *event space*

Jay Suites' New York rooftop in the heart of midtown Manhattan offers a refined and urbane vibe with elegant glass panels and lounge chairs of various sizes. Essentially a blank canvas, our events department works with you to customize our NYC event venue according to the theme of your corporate event. When you reserve our outdoor venue, we can provide recommendations for catering services and party rental supplies. Guests can rent our multi-purpose corporate event space by the hour on-demand directly on our user-friendly website. Our venue can accommodate up to 150 guests and can be reserved in conjunction with any of our conference rooms if additional space is required.

## *Functions*

The location and design work for a wide variety of events such as company networking events, trainings, corporate events, promotional events, celebrations, proposals, photography, filming, art and fashion shows, etc.



## Catering

### HORS D'OEUVRES

**\$35 per person**

*Each selection serves up to 30 people*

*Special: If combined with open bar, price is*

*\$60 per person*

#### **AMERICAN PIE**

Mouthwatering crispy chicken skewers, hamburger sliders, Maryland crab cakes, buffalo chicken skewers, BBQ short ribs with jalapeños. Served with honey mustard sauce and blue cheese dressing.

#### **MEDITERRANEAN**

A mix of crispy chicken skewers, grilled shrimp skewers, stuffed grape leaves, spanakopita, fresh ground chickpea falafel, hummus, grilled seasonal vegetables. Served with spicy Tahini dipping sauce, assorted flat bread, and pita points.

#### **PAN ASIAN**

A satisfying blend of sirloin steak skewers, lemongrass shrimp skewers, asparagus spears, sweet chili chicken skewers, fried vegetable wontons, ginger carrots. Served with spicy peanut dipping sauce.



**Prices do not include sales tax**

## Catering

### HORS D'OEUVRES

**\$35 per person**

*Each selection serves up to 30 people*

*Special: If combined with open bar, price is \$60 per person*

#### **CHARCUTERIE**

Artisanal cheese and assorted meats garnished with grilled seasonal vegetables.

#### **CRUDITÉS**

An assortment of fresh, raw vegetables.

#### **GOURMET CHEESE PLATTER**

Artisanal cheese display.



## DRINKS

**Open bar is \$35 per person**

*Special: If combined with a selection of hors d' oeuvres, price is \$60 per person*

#### **ASSORTMENT OF BEER**

Stella Artois, Blue Moon, Corona, Corona Light

#### **ASSORTMENT OF WINE**

Chardonnay, Cabernet Sauvignon, Merlot, Sauvignon Blanc

#### **SOFT DRINKS AND WATER**

Pepsi, Diet Pepsi, Coke, Diet Coke, Sprite, Bottled Water

## Catering

### ENTRÉES

**\$45 per person**

Each selection serves up to 30 people

#### HOT LUNCH AND DINNER OPTIONS (MINIMUM OF 10)

##### SEARED CHICKEN

with sweet potatoes, baby spinach and leek

##### ZUCCHINI WRAPPED SALMON

with cherry tomatoes and string beans

##### BISTRO STEAK

with charred tomatoes and grilled portobello mushrooms

##### WILD MUSHROOM PENNE

with cherry tomatoes in a lemon wine sauce



### DESSERTS

**\$12 per person**

Each selection serves up to 30 people

#### SWEET TRAY (MINIMUM OF 10)

Assortment of cupcakes (carrot, red velvet, vanilla, chocolate, Baker's choice) and brownie pops (brownie, cheesecake)

#### FRUIT TRAY (MINIMUM OF 10)

Sliced seasonal fruit and assorted berries.



## Optional Event Rentals

AVAILABLE UPON REQUEST

### **SERVERS AND BARTENDERS**

\$350 flat rate

### **ADDITIONAL PORTABLE BAR**

\$100 flat rate

### **SECURITY GUARDS**

\$250 flat rate

(One guard per 50 people required)

### **OUTDOOR TENTS**

20' x 30' \$ 2,000 flat rate

20' x 50' \$ 2,500 flat rate



### **RECTANGULAR OR ROUND TABLES**

\$20 each

(seats up to 10 people)



### **OUTDOOR PROJECTOR AND SCREEN**

\$250 flat rate



### **PADDED CHAIRS**

\$10 per person

(Minimum of 50 chairs )



### **PLASTIC CHAIRS**

\$5 per person

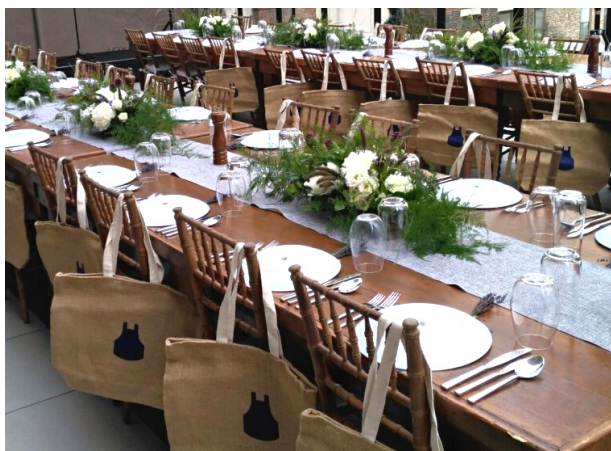
(Minimum of 50 chairs )

## Optional Event Rentals

AVAILABLE UPON REQUEST

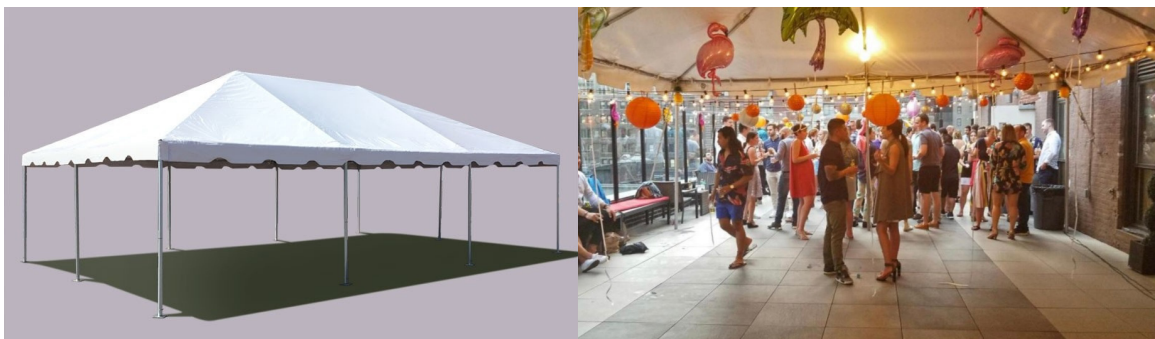
### FARM TABLES

Pricing Available Upon Request



### OUTDOOR TENT RENTAL

Tent shown is 20' x 30'





# *faq*s

## Meetings and Event Space



### **What are the dimensions of your terrace?**

The main part of our terrace is about 63 feet in length and 24 feet wide, and the narrower part of our terrace is about 50 feet in length and 7 feet wide.

### **What happens if rain is forecasted on the day of my event?**

If rain is forecasted on the event date, we can have tents installed on our terrace however, all tent rentals must be secured at least 5 business days prior to the event date. We have indoor meeting spaces on the 7th floor that can be rented as well. Alternatively, if notified 5 days prior to the scheduled event date, we can offer a credit which you may use to reschedule on a date of your choosing and the credit. It will be valid for a year from the cancelled event date.

### **Can I come in early to set up for my event? Or stay later to clean up?**

Please take into account any prep/clean up times needed when making your event space reservation. Failure to abide by the pre-scheduled event times may result in an extension fee.

### **How can I arrange some of the optional rentals listed in the brochure?**

All quotes are provided by our sales team. Payment for catering items must be completed upon event space reservation. Payment for all other additional items must be finalized one week prior to event date.

### **Can I reserve a conference room or office for additional space and/or storage?**

Our meeting rooms can be rented out in conjunction with our terrace. Extra large day offices may also be used if additional storage and/or catering space is required. Additional fees will apply.

### **Can I use your pantry space for additional catering space?**

The use of the pantry space must be requested and approved for full use prior to event sale completion.

# faq

## Meetings and Event Space



### **Is a Certificate of Insurance required for all outside vendors (DJs, caterer, event staff)?**

Yes, a COI is required for all outside vendors and optional space rentals prior to event date.

### **Can we bring in live entertainment for our event? What about a DJ?**

Absolutely! However if the event is to be held during business hours, music and/or live entertainment must be kept to a reasonable noise level in order to limit the amount of disruption for our members.

### **Can I bring in my own caterer?**

Yes, please ensure they have a liquor license if alcohol is to be served during your event, and a Certificate of Insurance (COI).

### **What are the dimensions of your freight elevator?**

Our freight elevator is 5' 4" inches in length, 5' 6" wide and 8 feet high. Please ensure any and all items will be able to fit into our freight elevator prior to event date. Building management does not allow any large pallets or crates in the freight, nor any large items brought through the front passenger elevators. Freight elevator can be accessed at 46 W 35th Street (between 5th and 6th Avenues)

### **I need the freight to make deliveries the day of my event, how do I arrange this?**

If you need to make any large deliveries prior to your event, please have it delivered during the week from 9AM-5PM in order to avoid the additional freight fees. Our freight elevator is not open on weekends unless requested with building management well in advance in order to secure staff. On weekdays you can enter the freight entrance between the hours of 9-5 and come directly to the 7th floor free of charge! Otherwise for weekend freight service there is a \$150/hour fee with a 4-hour minimum.