

Soldiers & Sailors



MEETINGS & EVENTS



Hall of Valor



Gettysburg Room

The Hall of Valor and Gettysburg Room each accommodate up to 100 guests, depending on setup style.



Patio

Accommodates up to 225 guests seated theater style, 250 guests seated dinner style, or 400 guests reception style



Board Room

Accommodates 10-12 people and is available Mon-Fri 7a.m. - 4p.m.

Basics:

Your rental fee includes 72-inch round tables, chairs, 8 foot banquet tables, 6 foot banquet tables, 30-inch round cocktail tables, card tables, easels, a podium, micro-phones and a portable drop down screen upon request. Event staff consultations, event diagram composition, and room set up and tear down are also included.

A supervisor with a professional staff is present at all times to respond to requests.

The facility is heated and air conditioned.

The Hall of Valor and Gettysburg Room are 27'4" by 53'4". The main floors are 27'4" by 47'4" with a stage measuring 27'4" by 6', available for speakers and lectures or entertainment such as a DJ.

Catering:

Clients must choose from one of our 5 in-house caterers: All the Best Catering, Big Burrito Restaurant Group, The Chef & I Catering, Opening Night Catering and Rania's Catering.

Parking:

Along with street parking, guests may use the 873 car public parking garage owned by the University of Pittsburgh, located beneath our lawn.

Website: www.pts.pitt.edu/parking.

Set Up & Decor:

All decorations are provided by the client. No decorations can be taped, stapled, pinned or nailed to any surfaces.

Pricing, Payment & Scheduling:

To confirm your reservation, clients must sign and return their rental lease to Soldiers & Sailors along with the nonrefundable deposit equal to half of the rental fee within 30 days of their contract issue date. The balance is due 30 days prior to your event.

Military and non-profit discounts are available. Ask the sales department for details.

Available Rental Space Capacities

| <u>Location</u> | <u>Reception</u> | <u>Seating</u> | <u>Dinner</u> |
|-------------------|------------------|----------------|---------------|
| Grand Ballroom | 800 | 400 | 330* - 400 |
| Hall of Valor | 125 | 100 | 50 - 75 |
| Gettysburg Room | 125 | 100 | 50 - 75 |
| Auditorium | N/A | 2359 | N/A |
| First Floor Lobby | 1000 | N/A | N/A |
| Patio | 500 | 300 | 100 - 125 |
| Board Room** | N/A | 10-12 | N/A |

*Allows room for dancing

**Available Mon. - Fri

Soldiers & Sailors



Authorized Vendors

CATERING

We are proud to offer you the following caterers for wedding receptions, galas, or any event requiring fine dining. Each one will work with you to stay within your budget and provide assurance that your event will be successful and memorable.

- **All the Best Catering** www.allthebestcatering.com 412-341-0600
Contact Judee Henderson
Email: info@allthebestcatering.com
- **Big Burrito
Restaurant Group** www.bigburrito.com/catering 412-361-3272x209
Contact Danielle Cain
Email: cater@bigburrito.com
- **Chef and I Catering** www.chefandlcatering.com 724-295-2400
Contact Denny Trozzo
Email: admin@chefandlcatering.com
- **Opening Night Catering** www.openingnightcatering.com 412-232-0338
Contact Jean Ross
Email: openingnightcat@aol.com
- **Rania's Catering** www.rania.com 412-531-2222
Contact Rania Harris
Email: raniatogo@aol.com

LINEN VENDORS

- **Arvay Event Design & Rental** www.arvayeventdesign.com 724-274-4252
Arvay Event Design & Rental offers an exquisite selection of rental inventory, from decorations that illuminate your reception to beautiful chair accents that will add to the sophistication of your event.
(CHAIR DRESSINGS ONLY)
- **Event Source** www.EventSource.com 412-809-8100
Our commitment to our customers distinguishes us from our competitors. You will see the value we offer in the vast selection and superior quality of our products, our signature service, and our 35 years of special event expertise.
- **Lendable Linens** www.lendablelinens.com 724-325-5555
We offer a wide variety of services for your events including table cloth rentals, aisle runners, and chair covers that will add the finishing touch to your special occasion.
- **Mosaic** www.partymosaic.com 412-562-2800
One of the largest and most unique linen inventories anywhere. Our goal is to ensure that your event matches the style you have envisioned for your event.

COMPLETE EVENT RENTAL SUPPLY & DECOR

- **A-1 Rentals** www.a-1rental.com 724-224-6224
Need it? Rent it! A-1 Rental has quality equipment and services to industry, contractors, and do-it-yourselfers. A-1 Rental can furnish items that enhance your celebration, from a single tent for an outdoor party to 100 chairs for an outdoor wedding.
- **All Occasions Party Rental** www.allparty.com 412-471-2100
We offer a selection of rental items beyond compare – everything you need to create the most memorable event can be found in our inventory.
- **Ambassador Tent Rental** www.atrparties.com 724-643-6403
Since 1996, Ambassador Tent Rental has carried a variety of top quality, well-maintained party supplies and equipment for rent.
- **Arvay Event Design & Rental** www.arvayeventdesign.com 724-274-4252
Arvay Event Design & Rental offers an exquisite selection of rental inventory, from decorations that illuminate your reception to beautiful centerpieces and table decorations custom made to your tastes.
- **Event Source** www.EventSource.com 412-809-8100
Our commitment to our customers distinguishes us from our competitors. You will see the value we offer in the vast selection and superior quality of our products, our signature service, and our 35 years of special event expertise.
- **Gray Phoenix Design** www.grayphoenix.com 412-606-8563
Gray Phoenix Design offers a broad range of services “Under One Roof” from lighting and draping to custom made props.

AUDIO VISUAL & LIGHTING

- **Arvay Event Design & Rental** www.arvayeventdesign.com 724-274-4252
Arvay Event Design & Rental offers an exquisite selection of rental inventory, from decorations that illuminate your reception to beautiful centerpieces and table decorations custom made to your tastes.
- **Benack Sound Productions, Inc.** www.bspro.com 412-653-9950
Benack Sound Productions is your one-stop for all event production needs using state-of-the-art equipment and skilled, experienced technicians.
- **Gray Phoenix Design** www.grayphoenix.com 412-606-8563
Gray Phoenix Design offers a broad range of services “Under One Roof” from live sound reinforcement and stage lighting to complete audio/visual support.
- **JV Chujko, Inc.** www.chujko.com 412-331-3308
Our audio/video division is dedicated to displaying the highest standards in imaging projection from Hi-Def projection to image magnification projection.
- **MediaQuest** www.mediaquest.biz 412-921-3360
We supply technical support for our clients as well as other A/V companies locally and nationwide.