

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, microphones 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 select one of our full-service caterers. You will find the full list with contact information on our Authorized Vendors pages.

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	500	400	330* - 400
Hall of Valor	125	100	50 - 75
Gettysburg Room	125	100	50 - 75
Auditorium	N/A	2307	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

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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 info@allthebestcatering.com
- **Big Burrito
Restaurant Group** www.BigBurrito.com/catering 412-361-3272x209
*(Casbah, Eleven, Kaya,
Mad Mex, Soba & Umi)* Contact: Danielle Cain cater@bigburrito.com
- **Chef Rey's Catering** www.ChefReysCatering.com 412-607-3299
Contact: Rey Fernandes rey@chefreyscatering.com
- **Rania's Catering** www.Rania.com 412-531-2222
Contact: Rania Harris raniastogo@gmail.com
- **The Chef and I Catering** www.ChefandICatering.com 724-295-2400
Contact: Kristopher Przybylek admin@chefandicatering.com

LINENS

- **Arvay Event Design & Rental** www.ArveyEventDesign.com 724-274-4252
(CHAIR DRESSINGS ONLY) Contact: John Resetar john@arvayeventdesign.com
- **Event Source** www.EventSource.com 412-809-8100
Contact: Becky Wiley beckywiley@eventsource.com
- **Lendable Linens** www.LendableLinens.com 724-325-5555
Contact: Ed Amori edlendablelinens@comcast.net
- **Mosaic, Inc.** www.PartyMosaic.com 412-562-2800
Contact: Susie Perelman spelman@partymosaic.com

RENTAL EQUIPMENT, TABLEWARE, TENTING, & FURNITURE

- **A-1 Rentals** www.A-1Rental.com 724-224-6224
Contact: Bill Porter A-1rental@hotmail.com
- **All Occasions Party Rental** www.AllParty.com 412-471-2100
Contact: Julie Rhyner julier@allparty.com
- **Ambassador Tent Rental** www.ATRparties.com 724-643-6403
Contact: Mike Cogis info@atrparties.com
- **Arvay Event Design & Rental** www.ArveyEventDesign.com 724-274-4252
Contact: John Resetar john@arvayeventdesign.com
- **Event Source** www.EventSource.com 412-809-8100
Contact: Becky Wiley beckywiley@eventsource.com
- **Gray Phoenix Design** www.GrayPhoenix.com 412-606-8563
Contact: Jim Lux jim@grayphoenix.com
- **JV Chujko** www.Chujko.com 412-906-7590
Contact: Ed Wildauer avconn2@aol.com
- **LUXE Creative** www.LUXEpgh.com 412-904-3117
Contact: Martin Potoczny martin@luxecompanies.com
- **Vintage Alley Rentals** www.VintageAlleyPittsburgh.com 412-735-9765
Contact: Trish Derry vintagealleyrentals@gmail.com

AUDIO VISUAL, LIGHTING & DRAPING

- **Arvay Event Design & Rental** www.ArveyEventDesign.com 724-274-4252
Contact: John Resetar john@arvayeventdesign.com
- **Benack Sound Productions, Inc.** www.BSPro.com 412-653-9950
Contact: Flip Benack flip@bspro.com
- **Gray Phoenix Design** www.GrayPhoenix.com 412-606-8563
Contact: Jim Lux jim@grayphoenix.com
- **JV Chujko** www.Chujko.com 412-906-7590
Contact: Tony Sgro a_sgro@comcast.net
- **LUXE Creative** www.LUXEpgh.com 412-904-3117
Contact: Martin Potoczny martin@luxecompanies.com
- **MediaQuest** www.MediaQuest.biz 412-921-3360
Contact: Mike Dorfner m.dorfner@mediaquest.biz