

# 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](http://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](http://www.AlltheBestCatering.com)      412-341-0600  
Contact: Judee Henderson      [info@allthebestcatering.com](mailto:info@allthebestcatering.com)
- **Big Burrito  
Restaurant Group**      [www.BigBurrito.com/catering](http://www.BigBurrito.com/catering)      412-361-3272x209  
*(Casbah, Eleven, Kaya,  
Mad Mex, Soba & Umi)*      Contact: Danielle Cain      [cater@bigburrito.com](mailto:cater@bigburrito.com)
- **Chef Rey's Catering**      [www.ChefReysCatering.com](http://www.ChefReysCatering.com)      412-607-3299  
Contact: Rey Fernandes      [rey@chefreyscatering.com](mailto:rey@chefreyscatering.com)
- **Rania's Catering**      [www.Rania.com](http://www.Rania.com)      412-531-2222  
Contact: Rania Harris      [raniastogo@gmail.com](mailto:raniastogo@gmail.com)
- **The Chef and I Catering**      [www.ChefandICatering.com](http://www.ChefandICatering.com)      724-295-2400  
Contact: Kristopher Przybylek      [admin@chefandicatering.com](mailto:admin@chefandicatering.com)

### LINENS

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

