The Grand Ballroom can accommodate 330 guests with room for a dance floor, 400 dinner style with no dance floor, 500 reception style, 400 auditorium style, and 336 classroom style.
**Basics:**
The rental fee includes the Grand Ballroom, 3rd floor foyer, and the wrap around Grand Balcony overlooking the ballroom the day of the event from early morning to 11 p.m.

Amenities included with your rental are 72-inch round tables, chairs, 8 foot banquet tables, 6 foot banquet tables, 30-inch round cocktail tables, card tables, a podium, 3 microphones, a 12ft by 9ft drop down screen and easels upon request. Event staff consultations, diagram composition, and room setup and tear down are also included. A projector can be provided at a charge of $200.

A stage is available for speakers and lectures or entertainment such as a band or DJ.

The refinished maple floor of the ballroom serves as a perfect dance floor.

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

Soldiers & Sailors does not book multiple events in the ballroom on the same day. However, another event may be taking place on the first floor.

The facility is heated and air conditioned.

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**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 public parking garage owned by the University of Pittsburgh, located beneath our lawn. For more information call 412-624-7967 or visit their website at www.pts.pitt.edu/parking.

Street parking can be reserved by purchasing parking variances through the Pittsburgh Parking Authority. Requests should be made to the Parking Authority at least one week prior to the event. Signs for the spaces must be purchased through the Pittsburgh Police and placed on the meters 24 hours prior to the variance date.
Setup, Load In, Decor & Storage:
We are happy to store your items up to 4 days prior to the event for no additional fee. Items left behind from the event must be picked up the next business day following your event.

All decorations are provided by the client. Here at Soldiers & Sailors we encourage our clients to be as creative as they like when it comes to setup and decorating, however decorations and setup may not cause damage to the facility. No decorations can be taped, stapled, pinned or nailed to any surfaces.

Pricing, Payment & Scheduling:
The Grand Ballroom rental fee is $4,500 for a Friday, Saturday, or Sunday rental. The Grand Ballroom rental fee is $4,100 for a Monday - Thursday rental.

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.
<table>
<thead>
<tr>
<th>Location</th>
<th>Reception</th>
<th>Seating</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Ballroom</td>
<td>500</td>
<td>400</td>
<td>330* - 400</td>
</tr>
<tr>
<td>Hall of Valor</td>
<td>125</td>
<td>100</td>
<td>50 - 75</td>
</tr>
<tr>
<td>Gettysburg Room</td>
<td>125</td>
<td>100</td>
<td>50 - 75</td>
</tr>
<tr>
<td>Auditorium</td>
<td>N/A</td>
<td>2307</td>
<td>N/A</td>
</tr>
<tr>
<td>First Floor Lobby</td>
<td>1000</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Patio</td>
<td>500</td>
<td>300</td>
<td>100 - 125</td>
</tr>
<tr>
<td>Board Room**</td>
<td>N/A</td>
<td>10-12</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Allows room for dancing  
**Available Mon. - Fri
**Soldiers & Sailors Bar Packages**

4-Hour Open Bar Packages Include:

- Alcohol and Nonalcoholic Beverages; Setups
- 2 Bartenders for over 100 guests; 1 Guard
- Allegheny County Tax

Bar glassware and linens are facilitated through your caterer.

Extra bartenders, if needed, will be billed separately at $25 per hour per bartender.

(4 hour minimum)

<table>
<thead>
<tr>
<th><strong>SIGNATURE BRANDS</strong></th>
<th><strong>PREMIUM BRANDS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>4-hour open bar with Signature Brands:</td>
<td>4-hour open bar with Premium Brands:</td>
</tr>
<tr>
<td>$29 per adult (Optional 5th hour: $3 per adult)</td>
<td>$34 per adult (Optional 5th hour: $4 per adult)</td>
</tr>
<tr>
<td>$12 per minor guest</td>
<td>$12 per minor guest</td>
</tr>
<tr>
<td>Tito's Vodka</td>
<td>KetelOne Vodka</td>
</tr>
<tr>
<td>Beefeater Gin</td>
<td>Tanqueray Gin</td>
</tr>
<tr>
<td>Bacardi Rum</td>
<td>Captain Morgan Spiced Rum</td>
</tr>
<tr>
<td>Jim Beam Bourbon Whiskey</td>
<td>Bacardi Rum</td>
</tr>
<tr>
<td>Dewar's Scotch</td>
<td>Crown Royal Whiskey</td>
</tr>
<tr>
<td>Jack Daniels Bourbon</td>
<td>Jim Beam Bourbon Whiskey</td>
</tr>
<tr>
<td>Martini &amp; Rossi Sweet &amp; Dry Vermouth</td>
<td>Maker's Mark Bourbon</td>
</tr>
<tr>
<td></td>
<td>Jack Daniels Bourbon</td>
</tr>
<tr>
<td></td>
<td>Martini &amp; Rossi Sweet &amp; Dry Vermouth</td>
</tr>
<tr>
<td><strong>Wine</strong>:</td>
<td><strong>Wine</strong>:</td>
</tr>
<tr>
<td>Merlot, Cabernet, Moscato</td>
<td>Merlot, Cabernet, Pinot Noir, Riesling,</td>
</tr>
<tr>
<td>Pinot Grigio, Chardonnay</td>
<td>Pinot Grigio, Chardonnay</td>
</tr>
</tbody>
</table>

**Mixers:** Coke, Diet Coke, Sprite, Ginger Ale, tonic water, soda water, orange juice, cranberry juice, grenadine

**Champagne Toast:** Andre Brut; $15 per bottle; 7 glasses per bottle estimate
CASH & CONSUMPTION BARS
The client will be billed for the following staff:

Bartender(s): 1 bartender per every 100 guests recommended  $25 per bartender per hour ($100 minimum)
Security Guard: required for duration of event  $50 per guard per hour ($200 minimum)

The following prices include the 7% Allegheny County Alcohol Tax.
Glassware and linens for the bar are facilitated through the caterer.

Prices below reflect cost to guests for a cash bar and cost to clients for a consumption bar.
Prepaid alcoholic drink tickets are available for cash bars at
$6.00 per Signature and $8.00 per Premium.

SIGNATURE BRAND MIXED DRINKS - $6.00

COCKTAILS (More than one liquor) - $8.00
Tito's Vodka
Beefeater Gin
Bacardi Rum
Jim Beam Bourbon Whiskey
Dewar's Scotch
Jack Daniels Bourbon
Martini & Rossi Sweet & Dry Vermouth

Wine - Woodbridge
Merlot, Cabernet, Moscato (Barefoot), Pinot Grigio, Chardonnay

Bottled Domestic & Imported Beer
Yuengling, Corona, Miller Lite

House Wine - $5.00
Domestic Beer - $4.00
Imported Beer - $7.00

PREMIUM BRAND MIXED DRINKS - $8.00

COCKTAILS (More than one liquor) - $10.00
Ketel One Vodka
Tanqueray Gin
Bacardi Rum
Captain Morgan Spiced Rum
Crown Royal Whiskey
Jim Beam Bourbon Whiskey
Maker’s Mark Bourbon
Jack Daniels Bourbon
Martini & Rossi Sweet & Dry Vermouth

Wine - Kendall Jackson
Merlot, Cabernet, Pino Noir, Moscato (Barefoot), Pinot Grigio,
Chardonnay, Riesling

Bottled Domestic & Imported Beer
Choose 4 of the following selections:
Yuengling, Corona, Miller Lite, Guinness (Fall/Winter availability),
Blue Moon, Stella Artois, Sam Adam’s Seasonal

House Wine - $8.00
Premium Domestic & Imported Beer - $7.00
Signature Domestic Beer - $4.00

Soft Drinks - $2.00
Bottled Water - $2.00
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)
  - Contact: Judee Henderson
  - 412-341-0600
  - [info@allthebestcatering.com](mailto:info@allthebestcatering.com)

- **Big Burrito Restaurant Group**
  - [www.BigBurrito.com/catering](http://www.BigBurrito.com/catering)
  - Contact: Danielle Cain
  - 412-361-3272x209
  - [cater@bigburrito.com](mailto:cater@bigburrito.com)

- **Chef Rey’s Catering**
  - [www.ChefReysCatering.com](http://www.ChefReysCatering.com)
  - Contact: Rey Fernandes
  - 412-607-3299
  - [rey@chefreyscatering.com](mailto:rey@chefreyscatering.com)

- **Rania’s Catering**
  - [www.Rania.com](http://www.Rania.com)
  - Contact: Rania Harris
  - 412-531-2222
  - [raniastogo@gmail.com](mailto:raniastogo@gmail.com)

- **The Chef and I Catering**
  - [www.ChefandICatering.com](http://www.ChefandICatering.com)
  - Contact: Kristopher Przybylek
  - 724-295-2400
  - [admin@chefandicatering.com](mailto:admin@chefandicatering.com)

**LINENS (Your caterer will ordere these on your behalf)**

- **Event Source**
  - [www.EventSource.com](http://www.EventSource.com)
  - Contact: Becky Wiley
  - 412-809-8100
  - [beckywiley@eventsource.com](mailto:beckywiley@eventsource.com)

- **Lendable Linens**
  - [www.LendableLinens.com](http://www.LendableLinens.com)
  - Contact: Ed Amori
  - 724-325-5555
  - [edlendablelinens@comcast.net](mailto:edlendablelinens@comcast.net)

- **Mosaic, Inc.**
  - Contact: Susie Perelman
  - 412-562-2800
  - [sperelman@partymosaic.com](mailto:sperelman@partymosaic.com)
### Rental Equipment, Tableware, Tenting, & Furniture

Generally your caterer orders your tableware on your behalf.

<table>
<thead>
<tr>
<th><strong>Company</strong></th>
<th><strong>Website</strong></th>
<th><strong>Phone</strong></th>
<th><strong>Contact</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Rental</td>
<td><a href="http://www.A-1Rental.com">www.A-1Rental.com</a></td>
<td>724-224-6224</td>
<td>Bill Porter</td>
</tr>
<tr>
<td>All Occasions Party Rental</td>
<td><a href="http://www.AllParty.com">www.AllParty.com</a></td>
<td>412-471-2100</td>
<td>Julie Rhyner</td>
</tr>
<tr>
<td>Ambassador Tent Rental</td>
<td><a href="http://www.ATRparties.com">www.ATRparties.com</a></td>
<td>724-643-6403</td>
<td>Mike Cogis</td>
</tr>
<tr>
<td>Event Source</td>
<td><a href="http://www.EventSource.com">www.EventSource.com</a></td>
<td>412-809-8100</td>
<td>Becky Wiley</td>
</tr>
<tr>
<td>LUXE Creative</td>
<td><a href="http://www.LUXEepgh.com">www.LUXEepgh.com</a></td>
<td>412-904-3117</td>
<td>Martin Potoczny</td>
</tr>
</tbody>
</table>

### Audio Visual, Lighting & Draping

<table>
<thead>
<tr>
<th><strong>Company</strong></th>
<th><strong>Website</strong></th>
<th><strong>Phone</strong></th>
<th><strong>Contact</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Benack Sound Productions, Inc.</td>
<td><a href="http://www.BSPro.com">www.BSPro.com</a></td>
<td>412-653-9950</td>
<td>Flip Benack</td>
</tr>
<tr>
<td>LUXE Creative</td>
<td><a href="http://www.LUXEepgh.com">www.LUXEepgh.com</a></td>
<td>412-904-3117</td>
<td>Martin Potoczny</td>
</tr>
<tr>
<td>MediaQuest</td>
<td><a href="http://www.MediaQuest.biz">www.MediaQuest.biz</a></td>
<td>412-921-3360</td>
<td>Mike Dorfner</td>
</tr>
</tbody>
</table>