The Grand Ballroom can accommodate 330 guests with room for a dance floor, 449 dinner style with no dance floor, 480 reception style, 480 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 11p.m.

Amenities included with your rental are 72-inch round tables, 9 60-inch round tables, up to 400 chairs, 8 foot banquet tables, 6 foot banquet tables, 30-inch round cocktail tables, conference 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>480</td>
<td>480</td>
<td>330* - 449</td>
</tr>
<tr>
<td>Hall of Valor</td>
<td>49</td>
<td>49</td>
<td>49</td>
</tr>
<tr>
<td>Gettysburg Room</td>
<td>49</td>
<td>49</td>
<td>49</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>92</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
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.

(3 hour minimum)

**SIGNATURE BRANDS**

4-hour open bar with Signature Brands:

- $29 per adult (Optional 5th hour: $3 per adult)
- $12 per minor guest

- Tito’s Vodka
- Beefeater Gin
- Bacardi Rum
- Jim Beam Bourbon Whiskey
- Dewar’s Scotch
- Jack Daniels Bourbon
- Martini & Rossi Sweet & Dry Vermouth

**PREMIUM BRANDS**

4-hour open bar with Premium Brands:

- $34 per adult (Optional 5th hour: $4 per adult)
- $12 per minor guest

- KetelOne Vodka
- Tanqueray Gin
- Captain Morgan Spiced Rum
- Bacardi Rum
- Crown Royal Whiskey
- Jim Beam Bourbon Whiskey
- Maker’s Mark Bourbon
- Jack Daniels Bourbon
- Martini & Rossi Sweet & Dry Vermouth

**Domestic & Imported Beer**

- Yuengling, Corona, Miller Lite

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

**CHAMPAGNE TOAST:** Andre Brut; $15 per bottle; 8 glasses per bottle estimate
**CASH & CONSUMPTION BARS**

The client will be billed for the following staff:

<table>
<thead>
<tr>
<th>Staff</th>
<th>Fee per Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartender(s)</td>
<td>$25 per bartender per hour ($75 minimum)</td>
</tr>
<tr>
<td>Security Guard</td>
<td>$50 per guard per hour ($150 minimum)</td>
</tr>
</tbody>
</table>

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, Pinot 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**
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
  - Contact: Judee Henderson
  - 412-341-0600
  - info@allthebestcatering.com

- **Big Burrito Restaurant Group**
  - www.BigBurrito.com/catering
  - Contact: Danielle Cain
  - 412-361-3272x209
  - cater@bigburrito.com

- **Chef Rey's Catering**
  - www.ChefReysCatering.com
  - Contact: Rey Fernandes
  - 412-607-3299
  - rey@chefreyscatering.com

- **Rania’s Catering**
  - www.Rania.com
  - Contact: Rania Harris
  - 412-531-2222
  - raniastogo@gmail.com

- **The Chef and I Catering**
  - www.ChefandICatering.com
  - Contact: Kristopher Przybylek
  - 724-295-2400
  - admin@chefandicatering.com

LINENS (Your caterer will order these on your behalf)

- **Event Source**
  - www.EventSource.com
  - Contact: Becky Wiley
  - 412-809-8100
  - beckywiley@eventsource.com

- **Lendable Linens**
  - www.LendableLinens.com
  - Contact: Ed Amori
  - 724-325-5555
  - edlendablelinens@comcast.net

- **Mosaic, Inc.**
  - www.PartyMosaic.com
  - Contact: Susie Perelman
  - 412-562-2800
  - sperelman@partymosaic.com
**Rental Equipment, Tableware, Tenting, & Furniture**

Generally your caterer orders your tableware on your behalf.

<table>
<thead>
<tr>
<th>Business</th>
<th>Website</th>
<th>Contact Person</th>
<th>Phone Number</th>
<th>Email Address</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>Bill Porter</td>
<td>724-224-6224</td>
<td><a href="mailto:A-1rental@hotmail.com">A-1rental@hotmail.com</a></td>
</tr>
<tr>
<td>All Occasions Party Rental</td>
<td><a href="http://www.AllParty.com">www.AllParty.com</a></td>
<td>Julie Rhyner</td>
<td>412-471-2100</td>
<td><a href="mailto:julier@allparty.com">julier@allparty.com</a></td>
</tr>
<tr>
<td>Ambassador Tent Rental</td>
<td><a href="http://www.ATRparties.com">www.ATRparties.com</a></td>
<td>Mike Cogis</td>
<td>724-643-6403</td>
<td><a href="mailto:info@atrparties.com">info@atrparties.com</a></td>
</tr>
<tr>
<td>Event Source</td>
<td><a href="http://www.EventSource.com">www.EventSource.com</a></td>
<td>Becky Wiley</td>
<td>412-809-8100</td>
<td><a href="mailto:beckywiley@eventsource.com">beckywiley@eventsource.com</a></td>
</tr>
<tr>
<td>Gray Phoenix Design</td>
<td><a href="http://www.GrayPhoenix.com">www.GrayPhoenix.com</a></td>
<td>Jim Lux</td>
<td>412-606-8563</td>
<td><a href="mailto:jim@grayphoenix.com">jim@grayphoenix.com</a></td>
</tr>
<tr>
<td>JV Chujko</td>
<td><a href="http://www.Chujko.com">www.Chujko.com</a></td>
<td>Ed Wildauer</td>
<td>412-331-3308</td>
<td><a href="mailto:edw@chujko.com">edw@chujko.com</a></td>
</tr>
<tr>
<td>LUXE Creative</td>
<td><a href="http://www.LUXEpgh.com">www.LUXEpgh.com</a></td>
<td>Martin Potoczny</td>
<td>412-904-3117</td>
<td><a href="mailto:martin@luxecompanies.com">martin@luxecompanies.com</a></td>
</tr>
<tr>
<td>Old Souls Vintage Rentals</td>
<td><a href="http://www.pittsburghvintagerentals.com">www.pittsburghvintagerentals.com</a></td>
<td>Anni Keffer</td>
<td>412-584-7820</td>
<td><a href="mailto:anni@oldsoulsvintagerentals.com">anni@oldsoulsvintagerentals.com</a></td>
</tr>
<tr>
<td>Steed Audio, Inc.</td>
<td><a href="http://www.steedaudio.com">www.steedaudio.com</a></td>
<td>Tony Sgro</td>
<td>412-287-6159</td>
<td><a href="mailto:a_sgro@comcast.net">a_sgro@comcast.net</a></td>
</tr>
</tbody>
</table>

**Audio Visual, Lighting & Draping**

<table>
<thead>
<tr>
<th>Business</th>
<th>Website</th>
<th>Contact Person</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benack Sound Productions, Inc.</td>
<td><a href="http://www.BSPro.com">www.BSPro.com</a></td>
<td>Flip Benack</td>
<td>412-653-9950</td>
<td><a href="mailto:flip@bspro.com">flip@bspro.com</a></td>
</tr>
<tr>
<td>Gray Phoenix Design</td>
<td><a href="http://www.GrayPhoenix.com">www.GrayPhoenix.com</a></td>
<td>Jim Lux</td>
<td>412-606-8563</td>
<td><a href="mailto:jim@grayphoenix.com">jim@grayphoenix.com</a></td>
</tr>
<tr>
<td>LUXE Creative</td>
<td><a href="http://www.LUXEpgh.com">www.LUXEpgh.com</a></td>
<td>Martin Potoczny</td>
<td>412-904-3117</td>
<td><a href="mailto:martin@luxecompanies.com">martin@luxecompanies.com</a></td>
</tr>
<tr>
<td>MediaQuest</td>
<td><a href="http://www.MediaQuest.biz">www.MediaQuest.biz</a></td>
<td>Mike Dorfner</td>
<td>412-921-3360</td>
<td><a href="mailto:m.dorfner@mediaquest.biz">m.dorfner@mediaquest.biz</a></td>
</tr>
<tr>
<td>Steed Audio, Inc.</td>
<td><a href="http://www.steedaudio.com">www.steedaudio.com</a></td>
<td>Tony Sgro</td>
<td>412-287-6159</td>
<td><a href="mailto:a_sgro@comcast.net">a_sgro@comcast.net</a></td>
</tr>
<tr>
<td>Vincent Lighting Systems</td>
<td><a href="http://www.vls.com">www.vls.com</a></td>
<td>Noland Jenkins</td>
<td>412-788-5250 ext. 401</td>
<td><a href="mailto:njenkins@vls.com">njenkins@vls.com</a></td>
</tr>
</tbody>
</table>