



SOLDIERS & SAILORS

MEMORIAL HALL & MUSEUM TRUST, INC.

Celebrating a Century of Honor

Facility Rentals Details

Location	Reception	Seating	Dinner	Cost
Ballroom	800	400	250-350*	\$2,860
Hall of Valor	125	100	50-75	\$550
Gettysburg Room	125	100	50-75	\$550
Auditorium	N/A	2300	N/A	\$3,740
First Floor	1000	N/A	N/A	\$550-\$1650
Patio	500	100-125	100-125	\$550-\$2,200**
Entire Building				\$6,600

*Allows room for dancing

**Price dependent upon type of event and number of attendees

Additional Costs

- Additional charges may be assessed for early and/or special set-up requests.
- All events that exceed their contracted time will incur charges of up to \$500 per hour.
- Some events may require additional security and/or off-duty Pittsburgh Police officers at the expense of the renters.

Discount Rental Rates

- We offer a 10% discount on rental rates to: military organizations or wedding parties where either the bride, the groom, or one of their parents are military personnel or veterans.
- We offer a 10% discount on rental rates to other non-profit organizations.

Rentals Include

- Air conditioning or heat in all indoor areas
- One security guard for most events, depending on type of event and the number of attendees
- Access to Soldiers & Sailors exhibits. (limitations may apply)
- Building security, operational and custodial services and other staffing
- Projection Screens (projectors are available for an extra cost)
- Lectern with microphone
- CD player

Decorations

Decorations must be approved in advance. Candles are permitted in glass votive holders or glass chimneys (no exposed flame tapers or metal spring-loaded tapers permitted). Confetti, glitter, feathers and smoke machines are prohibited. Balloons must be weighted or in a frame and disposed of by the vendors or clients at the end of the event.

Banners and Signage

Event related banners, signage and other hanging items may be hung only with prior approval from Soldiers & Sailors and only on free-standing poles, with dowel rods on the pillars or on easels. Banners and other items may not be hung or taped to walls, windows, staircases, banisters, railings, etc. Banners that cannot be hung safely and without causing damage to Soldiers & Sailors will not be approved.

Setup and Load Out

Set up and load out times will be determined and coordinated by the staff involved based on museum hours of operation and other events, both rental and internal. Additional charges may be assessed for early and/or extraordinary set up requests and power usage. All requests to add special sound, lighting or power must be approved in advance by the Facility Setup Manager, and once approved, must be installed under the direct supervision of Soldiers & Sailors Staff. All of the lessee's property, including items to be returned to florists, entertainers and other vendors must be removed from the building by the lessee or vendor. All boxes must be broken down and vendor trash (floral debris, boxes, cartons, etc) must be disposed of prior to the event starting. Any property left overnight is considered to be left at the owner's or vendor's own risk and must be removed when Soldiers & Sailors reopens to the public.

Insurance Requirements

Soldiers & Sailors requires all rental events to carry general liability insurance. The standard amount of liability is \$1,000,000 and is usually provided by the licensee's insurer as an addendum to a homeowner's policy or a one-day Special Event Endorsement with the Host Liquor Liability. Many corporations and educational institutions already have coverage for off-site events, but must show proof of adding Soldiers & Sailors as an additional insured for the day of the event.

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