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 11 p.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 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.

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:

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. The following decor restrictions must be observed. No loose helium balloons, no tape/nails/staples/command strips on walls; no loose confetti/glitter; no stickers in kid’s packs; candles must be completely closed in vessels or battery operated; no fog machines & pyrotechnics including cold spark machines; ALL linens must be floor-length linens unless the linen is a runner/overlay/enhancement that is being placed over a floor length linen.

Pricing, Payment & Scheduling:

The 2024 pricing for our Grand Ballroom rental is $6,500 for a Monday, Friday, Saturday, or Sunday rental. The fee for a Tuesday through Thursday rental is $5,000.

To confirm your reservation, clients must sign and return their rental lease to Soldiers & Sailors along with a deposit of $1,000 within 30 days of their contract issue date. 6 months ahead of your event date, 50% of your remaining balance is due and 60 days prior to your event the remaining balance is due. Military and non-profit discounts are available. Ask the sales department for details.
4-Hour Open Bar Packages Include:
* Alcohol and Mixers
* Setup/Teardown of Bars
* Bar staffing: Bartenders based on guest count; 1 Bar Back; 1 Security Guard from beginning of cocktail hour through the end of your reception
* Allegheny County Tax
   Bar glassware, including champagne flutes, and linens are facilitated through your caterer.

**SIGNATURE BRANDS**
$32 per adult ($24 beer & wine only)
Optional 5th hour: $3.50 per adult)
$12 per minor guest
Tito's Vodka
Bombay Gin
Bacardi Rum
Jim Beam Bourbon Whiskey
Johnnie Walker Red Label
Jack Daniels Whiskey

Wine - Woodbridge
Merlot, Cabernet, Moscato (Barefoot), Pinot Grigio, Chardonnay
(Optional table wine service: $15 per bottle)

**BEER**
Yuengling, Corona, Miller Lite

**PREMIUM BRANDS**
$37 per adult ($29 beer and wine only)
( Optional 5th hour: $4.50 per adult)
$12 per minor guest
Ketel One Vodka
Bombay Sapphire Gin
Captain Morgan Spiced Rum
Bacardi Rum
Johnnie Walker Black Label
Jim Beam Bourbon Whiskey
Maker’s Mark Bourbon
Jack Daniels Whiskey

Wine - Kendall Jackson
Merlot, Cabernet, Pinot Noir, Riesling, Moscato (Barefoot), Pinot Grigio, Chardonnay
(Optional table wine service: $25 per bottle)

**BEER**
Yuengling, Corona, Miller Lite, Stella Artois

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

**HARD SELTZER UPGRADE:** $3 per adult guest for uncapped open bar service

**CHAMPAGNE TOAST:** $25 per bottle; 8 servings per bottle estimate

*If a listed product is unavailable the venue will select a comparable substitution.*
Catering

• **All the Best Catering** (Pgh Barbecue Company)
  AlltheBestCatering.com
  Contact: Judee Henderson
  412-341-0600
  info@allthebestcatering.com

• **Big Burrito Restaurant Group** (Casbah, Eleven, Kaya, Mad Mex, Soba & Umi)
  BigBurrito.com/catering
  Contact: Danielle Cain
  412-361-3272x209
  catering@bigburrito.com

• **Mission BBQ**
  mission-bbq.com/catering-a/
  Contact: Annie Thieman
  440-219-0644
  catering15205@mission-bbq.com

• **Rania’s Catering** (Provides Kosher & Halal catering options)
  Rania.com
  Contact: Kelly Stoner
  412-726-9809
  kelly@rania.com

• **Roxanne's Catering**
  rsecatering.com
  Contact: Roxanne Easley
  412-606-5938
  info@rsecatering.com

• **The Chef and I Catering**
  ChefandICatering.com
  Contact: Kristopher Przybylek
  724-295-2400
  sales@cateringpgh.com

Linens & Tableware (Your caterer generally orders these on your behalf)

• **A-1 Rental** (Tableware Only)
  A-1Rental.com
  Contact: Bill Porter
  724-224-6224
  A-1rental@hotmail.com

• **All Occasions Party Rental**
  AllParty.com
  Contact: Julie Rhyner
  412-471-2100
  julier@allparty.com

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

• **Lendable Linens** (Linens Only)
  LendableLinens.com
  Contact: Ed Amori
  724-325-5555
  edlendablelinens@comcast.net

• **Mosaic, Inc.** (Linens Only)
  PartyMosaic.com
  Contact: Susie Perelman
  412-562-2800
  sperelman@partymosaic.com
### SEATING, TABLES, STAGING, TENTING, & FURNITURE

- **A-1 Rental**
  - Website: A-1Rental.com
  - Contact: Bill Porter
  - Phone: 724-224-6224
  - Email: A-1rental@hotmail.com

- **All Occasions Party Rental**
  - Website: AllParty.com
  - Contact: Julie Rhyner
  - Phone: 412-471-2100
  - Email: julier@allparty.com

- **Event Source**
  - Website: EventSource.com
  - Contact: Becky Wiley
  - Phone: 412-809-8100
  - Email: beckywiley@eventsouce.com

- **Flyspace Productions**
  - Website: FlyspaceProductions.com
  - Contact: Dale Hess
  - Phone: 412-370-8650
  - Email: dale@flyspaceproductions.com

- **Gray Phoenix Design**
  - Website: GrayPhoenix.net
  - Contact: Jim Lux
  - Phone: 412-606-8563
  - Email: grayphoenixpro@gmail.com

### LIGHTING & DRAPING

- **Event Source**
  - Website: EventSource.com
  - Contact: Becky Wiley
  - Phone: 412-809-8100
  - Email: beckywiley@eventsouce.com

- **EF Lighting**
  - Website: EFlightingPittsburgh.com
  - Contact: Amanda Ditch
  - Phone: 412-979-1459
  - Email: amanda@eflightingpittsburgh.com

- **Flyspace Productions**
  - Website: FlyspaceProductions.com
  - Contact: Dale Hess
  - Phone: 412-370-8650
  - Email: dale@flyspaceproductions.com

- **Gray Phoenix Design**
  - Website: GrayPhoenix.net
  - Contact: Jim Lux
  - Phone: 412-606-8563
  - Email: grayphoenixpro@gmail.com

- **MediaQuest**
  - Website: MediaQuest.biz
  - Contact: Brian McCormick
  - Phone: 412-921-3360
  - Email: b.mccormick@mediaquest.biz

### AUDIO VISUAL

- **Benack Sound Productions, Inc.**
  - Website: BSPro.com
  - Contact: Flip Benack
  - Phone: 412-653-9950
  - Email: flip@bspro.com

- **Flyspace Productions**
  - Website: FlyspaceProductions.com
  - Contact: Dale Hess
  - Phone: 412-370-8650
  - Email: dale@flyspaceproductions.com

- **MediaQuest**
  - Website: MediaQuest.biz
  - Contact: Brian McCormick
  - Phone: 412-921-3360
  - Email: b.mccormick@mediaquest.biz