<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>332</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>
Soldiers & Sailors Memorial Hall & Museum Trust, Inc. is the nation’s only military memorial dedicated to honoring the men and women of all branches of service, and in all capacities (Active, Reserve, Guard). The historic building was designed by renowned architect Henry Hornbostel and has exhibits covering all of America’s conflicts. The museum offers a unique look into American history by telling the stories of the individuals that served our country through military equipment and personal mementos.

Basics:
Your rental fee includes 72-inch round tables, 60-inch round tables, chairs, 8 foot banquet tables, 6 foot banquet tables, 30-inch round cocktail tables, card tables, a podium, wired 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 supervisor with a professional staff is present at all times to respond to requests.

Catering, Outside Staffing, & Security:
Clients must select one of our full-service caterers. You will find the full list with contact information on our Authorized Vendors pages.

Event security staffing needs are determined by Soldiers & Sailors. Clients are responsible for the associated fees.

Soldiers & Sailors must receive contact information for all vendors associated with the event prior to occupation of the premises.

Accessibility:
The accessible drop off entrance is on the left side of the building on University Place. Guests may gain access to this entrance through the street level employee parking lot.

Accessible bathrooms are located on the third floor.

Parking:
Along with street parking, guests may use the public parking garage owned by the University of Pittsburgh, located beneath our lawn.

Set Up & Decor:
All decorations are provided by the client. No decorations can be taped, stapled, pinned or nailed to any surfaces.
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.*

*Bartenders Per Guest Count:*

*Under 100 Guests*: Staffing fees not included in package cost. Billed at $25 per hour for bartender; $25 per hour for bar back; Security Guard at yearly hourly rate set by company (A rental team member will work with you to assess staff timing and cost)

*100 - 200 Guests*: 2 bartenders included

*201 - 300 Guests*: 3 bartenders included

*301+ Guests*: 4 bartender included

Extra bartenders, if needed, will be billed separately at $25 per hour per bartender. (3 hour minimum)
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@eventsourc.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

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Website</th>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Rental</td>
<td>A-1Rental.com</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>AllParty.com</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>Event Source</td>
<td>EventSource.com</td>
<td>Becky Wiley</td>
<td>412-809-8100</td>
<td><a href="mailto:beckywiley@eventsourcing.com">beckywiley@eventsourcing.com</a></td>
</tr>
<tr>
<td>Flyspace Productions</td>
<td>FlyspaceProductions.com</td>
<td>Dale Hess</td>
<td>412-370-8650</td>
<td><a href="mailto:dale@flyspaceproductions.com">dale@flyspaceproductions.com</a></td>
</tr>
<tr>
<td>Gray Phoenix Design (Vintage Furniture)</td>
<td>GrayPhoenix.net</td>
<td>Jim Lux</td>
<td>412-606-8563</td>
<td><a href="mailto:grayphoenixpro@gmail.com">grayphoenixpro@gmail.com</a></td>
</tr>
</tbody>
</table>

### LIGHTING & DRAPING

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Website</th>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Source (Draping Only)</td>
<td>EventSource.com</td>
<td>Becky Wiley</td>
<td>412-809-8100</td>
<td><a href="mailto:beckywiley@eventsourcing.com">beckywiley@eventsourcing.com</a></td>
</tr>
<tr>
<td>EF Lighting</td>
<td>EFLightingPittsburgh.com</td>
<td>Amanda Ditch</td>
<td>412-979-1459</td>
<td><a href="mailto:amanda@eflightingpittsburgh.com">amanda@eflightingpittsburgh.com</a></td>
</tr>
<tr>
<td>Flyspace Productions</td>
<td>FlyspaceProductions.com</td>
<td>Dale Hess</td>
<td>412-370-8650</td>
<td><a href="mailto:dale@flyspaceproductions.com">dale@flyspaceproductions.com</a></td>
</tr>
<tr>
<td>Gray Phoenix Design</td>
<td>GrayPhoenix.net</td>
<td>Jim Lux</td>
<td>412-606-8563</td>
<td><a href="mailto:grayphoenixpro@gmail.com">grayphoenixpro@gmail.com</a></td>
</tr>
<tr>
<td>MediaQuest</td>
<td>MediaQuest.biz</td>
<td>Brian McCormick</td>
<td>412-921-3360</td>
<td><a href="mailto:b.mccormick@mediaquest.biz">b.mccormick@mediaquest.biz</a></td>
</tr>
</tbody>
</table>

### AUDIO VISUAL

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Website</th>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benack Sound Productions, Inc.</td>
<td>BSPro.com</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>Flyspace Productions</td>
<td>FlyspaceProductions.com</td>
<td>Dale Hess</td>
<td>412-370-8650</td>
<td><a href="mailto:dale@flyspaceproductions.com">dale@flyspaceproductions.com</a></td>
</tr>
<tr>
<td>MediaQuest</td>
<td>MediaQuest.biz</td>
<td>Brian McCormick</td>
<td>412-921-3360</td>
<td><a href="mailto:b.mccormick@mediaquest.biz">b.mccormick@mediaquest.biz</a></td>
</tr>
</tbody>
</table>