Soldiers & Sailors Memorial Hall & Museum

Meetings & Events

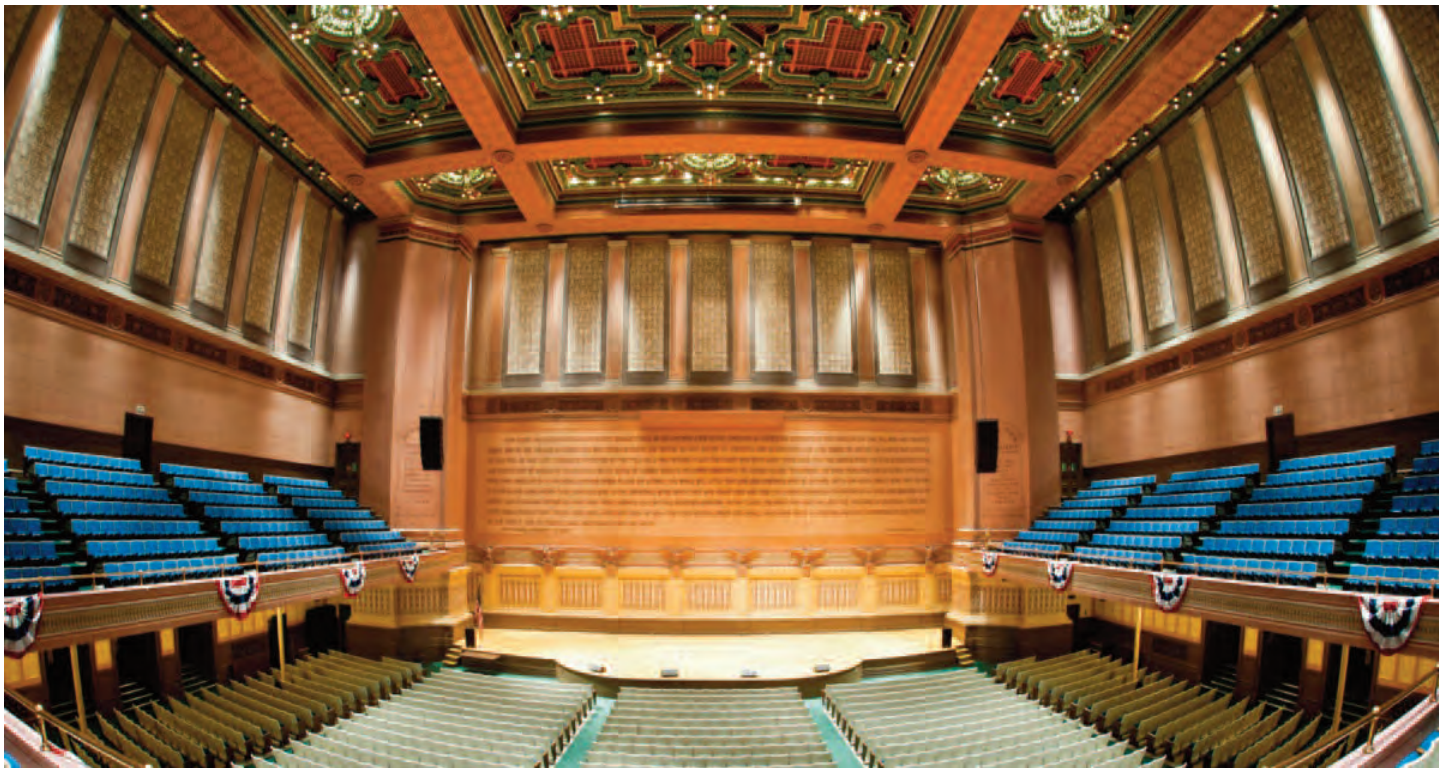
Rental Capacities

Location	Reception	Seating	Dinner
Grand Ballroom	480	480	330 - 449
Hall of Valor	49	49	49
Gettysburg Room	49	49	49
Auditorium	N/A	2307	N/A
First Floor Lobby	332	N/A	N/A
Patio	500	300	100 - 125
Board Room	N/A	10-12	N/A

Grand Ballroom

Gettysburg Room

Hall of Valor



Auditorium

Patio

Board Room

Lobby

Soldiers & Sailors Memorial Hall & Museum is* 501C3 nonprofit organization *dedicated to honoring the* service members *from all branches of* the American armed forces serving 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* from the Civil War through the post-911 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 in-house equipment setup and tear down are also included.

Catering, Outside Staffing, & Security:

Clients must select a caterer from the venue's authorized vendors list.

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.

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Authorized Vendors

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: Robin McDonough	412-361-3272x208 rmcdonough@bigburrito.com
• **Rania's Catering** (Provides Kosher & Halal catering options)	Rania.com Contact: Melanie Hoover	412-531-2222 info@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@eventsource.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**	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@eventsource.com
• **Flyspace Productions**	FlyspaceProductions.com Contact: Nicholas Burkhart	412-979-4721 nicholas@flyspaceproductions.com
• **Gray Phoenix Design** (Vintage Furniture)	GrayPhoenix.net Contact: Jim Lux	412-606-8563 grayphoenixpro@gmail.com

LIGHTING & DRAPING

• **Event Source** (Draping Only)	EventSource.com Contact: Becky Wiley	412-809-8100 beckywiley@eventsource.com
• **EF Lighting**	EFlightingPittsburgh.com Contact: Amanda Ditch	412-979-1459 amanda@eflightingpittsburgh.com
• **Flyspace Productions**	FlyspaceProductions.com Contact: Nicholas Burkhart	412-979-4721 nicholas@flyspaceproductions.com
• **Gray Phoenix Design**	GrayPhoenix.net Contact: Jim Lux	412-606-8563 grayphoenixpro@gmail.com
• **MediaQuest**	MediaQuest.biz Contact: Nolan Wherley	412-921-3360 n.wherley@mediaquest.biz

AUDIO VISUAL

• **Benack Sound Productions, Inc.**	BSPro.com Contact: Flip Benack	412-653-9950 flip@bspro.com
• **Flyspace Productions**	FlyspaceProductions.com Contact: Nicholas Burkhart	412-979-4721 nicholas@flyspaceproductions.com
• **MediaQuest**	MediaQuest.biz Contact: Nolan Wherley	412-921-3360 n.wherley@mediaquest.biz