



Let us host your next corporate event!

Meeting, Training, Networking, Team-Building, Workshop, Presentation, Seminar, Recognition Ceremony, and Much More!

www.sigmaseventcenter.com

Experience the ultimate for corporate event hosting at Pittsburgh's most innovative and unique full-service venue, Sigmas Event Center. We are conveniently located only ten minutes north from downtown Pittsburgh and offer a retreat-like, distraction-free, private environment to facilitate productivity for business meetings, training sessions, networking events, team-building activities, and workshops. Additionally, we provide a warm and inviting atmosphere for holiday parties, employee celebrations, and awards ceremonies.

With plenty of free parking and easy access from all areas in Western Pennsylvania, this one-of-a-kind venue offers unsurpassed amenities for your next corporate event that are sure to result in satisfaction from you, and your participants.

Sigmas Event Center offers per person package pricing, designed to provide the ease of budgeting, and to ensure your experience with us will be exceptional. Our all-inclusive packages include state of the art audio-visual technology, delicious food options, continuous refreshment breaks, and outstanding customer service.

There is no need to look elsewhere,

Sigmas Event Center

will ensure that your corporate event is detailed to exceed your expectations.





Why Choose Sigmas?

We know you have choices and appreciate your consideration of Sigmas' services! We are not a hotel or a restaurant, but rather a unique private venue that can customize your event to ensure an excellent experience for you and your guests. Our technology and amenities include the following:

Upper Level Training Room

- Ceiling mounted projector connecting to a laptop, DVD player, FIOS Cable TV
- Wall mounted screen
- 50" plasma and 26" LCD confidence monitors
- Custom made, room darkening drapery
- Ergonomic HON® seating & moveable furniture with modesty panels & cord grommets
- Two (2) Smart Boards®

Main Level Meeting Rooms:

- Two (2) Idea Paint® wall surface whiteboard areas
- Comfortable banquet seating & moveable round/rectangular linen covered tables
- 80" projection flat-screen connecting to a laptop, DVD player, FIOS Cable TV; 70" in Beta Room

Upper & Main Level Rooms:

- Laptop computer for presentations with Microsoft Office 365
- Wireless presenters with pointer
- Video and audio DVD playing and recording capabilities
- Embedded speakers for microphone system, presentation, FIOS cable TV, DVD ,or audio sound
 - Wireless handheld or hands-free microphone
- Two (2) flipchart easels with paper pads and markers (more available on request at no additional charge)
- Floor electrical outlets to eliminate the need for extension cords
- Dimmable lighting and excellent lighting control
- In-room thermostats for exceptional participant comfort
- Wireless internet & access to a network printer

General Amenities:

- On-site event manager
- Continuous refreshment breaks, continental breakfast, and hot or cold lunch (package options)
- Lounge access for breaks and networking
- Separate dining areas (vs. eating meals at the training tables)
- After-meeting reception/networking/team-building packages available
- Business Center use for the "office away from the office" convenience including: telephone, scanner, printer and general office supplies
- Free and plentiful parking

Corporate Meeting Packages

- **Platinum All-Inclusive Package Includes:**

- Full Day Meeting Package (up to 10 hours) with included technology and features
- Full access and use of one main meeting room
- Access to the Business Center, Lounge (breaks), and Dining Room (meals)
- Continental Breakfast, Hot or Cold Lunch, All-Day Beverages, and PM Snacks
- Hot breakfast upgrade available (call for pricing)
- **\$60/person/day + 7% tax + 18% gratuity**
 - Daily room rental fee of \$500/day is charged if minimum number of guests (20) is not met with food/beverage package

- **Gold All-Inclusive Package Includes:**

- Full Day Meeting Package (up to 10 hours) with included technology and features
- Full access and use of one main meeting room
- Access to the Business Center, Lounge (breaks), and Dining Room (meals)
- Breakfast or Lunch, All-Day Beverages, and PM snacks
- Hot breakfast upgrade available (call for pricing)
- **\$55/person/day + 7% tax + 18% gratuity**
 - Daily room rental fee of \$500/day is charged if minimum number of guests (20) is not met with food/beverage package

- **Silver All-Inclusive Package Includes:**

- Half Day Meeting Package (up to 5 hours) with included technology and features
- Full access and use of one main meeting room
- Access to the Business Center, Lounge (breaks), and Dining Room (meals)
- Breakfast & AM Beverage Break **OR** Lunch & PM Beverage Break
- Hot breakfast upgrade available (call for pricing)
- **\$45/person/day + 7% tax + 18% gratuity**
 - Daily room rental of \$500/day is charged if minimum number of guests (20) is not met with food/beverage package

- **Bronze All-Inclusive Package Includes:**

- Half Day Meeting Package (up to 5 hours) with included technology and features
- Full access and use of one main meeting room
- Access to the Business Center and Lounge (breaks)
- Beverage Break, House Choice Light Snack
- **\$35/person/day + 7% tax + 18% gratuity**
 - Daily room rental of \$500/day is charged if minimum number of guests (20) is not met with beverage/snack package

- **Room Rental Only Includes:**

- One main meeting room rental (no food or beverages) for up to 10 hours
- **Up to 50 people:**
 - **\$500/day for up to 5 hours**
 - **\$750/day for 5-10 hours**
- **Over 50 guests, an additional \$250 charge applies**
- Beverage Station available for additional charge of \$4.95/person (includes coffee, tea, assorted sodas, and iced tea)

Contact us today at 412-821-2530 - info@sigmasconference.com -
www.sigmaseventcenter.com



After Meeting Reception & Networking Package

Choose the ***After-Meeting Reception & Networking Package*** to offer your participants a perfect ending to a productive day. Relax, unwind and re-cap the day in a private, quiet, intimate, retreat-like space that will complement your meeting day.

Amenities:

- 10 square tables & 40 padded chairs
- Custom bar with 8 barstools
- Technology includes 50" projection screen (attached to a laptop or for Cable TV)
- Wireless Internet
- Seating capacity – up to 40 for sit down, 50 for reception
- Private restrooms beautifully decorated

Price:

- Dining /Bar Room rental fee (up to 2 hours) is \$300 + 7% Sales Tax and 18% Gratuity
(discounted price applies only when a corporate meeting package is selected for that same day)
- Extra hours charged at \$250/hour
- Food can be provided – from hors d'oeuvres to a full-course dinner; price will be custom quoted
- Bar is BYOB—includes use of bar, barware, bartender, ice and non-alcoholic mixers
- Alcohol is NOT INCLUDED

***The **Dining/Bar Room** is located on the lower level (1 flight of stairs), with no elevator access.

Prices are subject to change without notice.