

SIGMAS EVENT CENTER

Whatever your special event may be,
Sigmas Event Center
can make it special, easy, and stress free!

*Celebrating your Special Event
has never been easier!*

Our boutique-like, unique, and beautiful facility is sure to delight you and your guests. We offer a variety of packages, pre-made and customized, that are **all-inclusive** which include private facility rental, setup, banquet staff, tables, padded chairs, linens, house centerpieces, china, silverware, glassware, cleanup, and **exceptional customer service** second to none!

Our pre-made packages are designed for your convenience, but your event can be customized to meet your specific needs. Seated meals, themed parties, buffet dinners and hors d'oeuvres stations are just a few options to consider!

Don't stress about cleaning, cooking, setting up, parking, or any other things that must be considered when hosting an event!
Let us host your event so you can *enjoy* the occasion, not stress about it!

There is no need to look elsewhere,
Sigmas Event Center
will ensure that your special event is detailed to exceed your expectations.





Why Choose Sigmas Event Center?

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 special event to ensure an excellent experience for you and your guests.

Our Special Event Packages include all of the following:

- 1. On-site Manager who will always be available during your event!**
- 2. Meal and event planning advice, if desired**
- 3. First class-caterer or the option to bring your own food***
 - The Post Office Catering Group or other approved caterers that provide a large selection of food choices to fit different tastes and budgets
 - * Other caterers are not permitted to use our kitchen facilities - food must arrive pre-prepared with their own serving utensils and equipment; and a convenience charge applies to use Sigmas' china, glassware, and silverware.
(Please see the ala carte menu for more information)
- 4. BYOB facility**
 - We provide an inexpensive "bar package" that includes the bartender, use of the bar, glassware, ice, and setup/cleanup (Alcohol NOT included) – See BYOB Bar Package for more details
This results in significant savings to our clients!
- 5. Table linens in your preferred color from our selection**
 - Ivory, white, black, gold, hunter green, purple, or burgundy; other colors available upon request (additional fees may apply for specialty linens)
 - Optional white chair covers and black sashes setup (\$15/chair includes covers, sashes, setup, cleaning)
 - Other chair cover and sash colors are available upon request (additional fees apply)
- 6. Setup and clean-up**
 - Includes setup of tables (60" round or 6' rectangular) & comfortable padded chairs
- 7. Attentive, experienced, friendly, and helpful banquet staff**
- 8. Upgraded silverware, glassware, and china**
- 9. Water, coffee (regular & decaf), hot & iced tea, soft drinks with ice**
- 10. Technology that features**
 - Wireless internet, laptop computer, projection screen (for photo-shows or TV viewing), speakers and microphone,

11. Convenient location and free parking



*Choose a Pre-Made Buffet or
Create a Custom Buffet
(details on the next pages)*

All Buffet Packages Include:

- Private Rooms Rental (up to 4 hours) – Alpha and/or Beta and Chi Rooms
- Technology (WiFi, projection screens, microphone/speakers)
- Food (Packages Described on the Following Pages)
- Round or Rectangular Tables
- Non-Alcoholic Beverages
- Padded Banquet Chairs
- House Centerpieces
- On-Site Manager
- Setup/Cleanup
- Service Staff
- Free Parking
- Silverware
- Glassware
- Linens
- China

Prices, effective July 1st, 2018, do not include 7% sales tax or 18% gratuity;

**Extra hours are charged \$250/hour;*

For events under 50 people, an additional \$250 private rental fee will be charged.

Please ask us about special dietary requests and options.

Menu & prices are subject to change without notice.



Create A Custom Buffet

Choice of ONE entrée:

- Chicken:** Baked Chicken, Fried Chicken, Stuffed Chicken Breast, Marinated Chicken Breast with Italian Seasoning or Lemon Cream Sauce, Chicken Picatta, Chicken in Sauce, Chicken Romano, Chicken Marsala
- Beef:** Meatloaf, Stuffed Cabbage, Beef Stroganoff, Roast Beef Au Jus, Peppered Beef, Flank Steak
- Pork:** Pineapple Glazed Ham
- Pasta*:** Cheese Penne, Pasta Primavera, Stuffed Shells, Pierogies, Pasta with Meat Sauce, Pasta with Meatballs, Lasagna with Meat, Lasagna with Vegetables
- *Pasta entrees include one salad choice, rolls & butter.

Choice of ONE starch:

Rice Pilaf, Mac & Cheese, Herb Roasted Red Skin Potatoes, Parslied New Potatoes, Mashed Potatoes, Garlic Smashed Red Skin Potatoes, Cheese Penne* (*Additional \$1.50/person)

Choice of ONE vegetable:

Buttered Corn, Glazed Carrots, Green Beans with Almonds, Roma Vegetable Blend, Steamed Vegetable Blend, Grilled Vegetable Blend; NOTE: veggie selections may change and are seasonal.

Choice of ONE salad:

Tossed Salad w/ Italian & Ranch Dressings, Chopped Salad w/ Italian & Ranch Dressings, Caesar Salad w/ Caesar Dressing (Balsamic Vinaigrette Available Upon Request)

Also Included:

Coffee, Assorted Hot Teas, Iced-Tea, Assorted Sodas (Coke & Pepsi products), Rolls & Butter

Please ask us about special dietary requests and options

Price:

Under 50 Guests: \$32.95/person
50 or More Guests: \$29.95/person

Add **ONE** additional entrée for an additional **\$6.95/person**;
Add **ONE** additional starch **OR** vegetable for an additional **\$5.95/person**.

Menu & prices are subject to change without notice.



Choose a Pre-Made Buffet

Crowd Pleaser Buffet –\$29.95/person

Herb Baked Chicken—Assorted Pieces, Praline Glazed Ham, Rice Pilaf, Tossed Salad—with Dressings, Rolls & Butter
(Add glazed carrots, buttered corn, steamed veggies, or green beans for \$3.95/person)

Italian Buffet - \$30.95/person

Chicken Romano, Four Cheese Penne, Roma Vegetables, Caesar Salad w/Dressing, Rolls & Butter

Hot & Cold Buffet – \$33.95/person

Assorted Petite Sandwiches on Sliders, Baked or BBQ Chicken - Assorted Pieces, Cheese Penne, Baked Potato Salad, Linguini Salad, Fruit Salad

Sigmas Special Buffet – \$37.95/person

Glazed Ham, Herb Baked Chicken, Stuffed Cabbage, Cheese Penne, Roasted Red Skin Potatoes, Green Beans w/Almonds, Tossed Salad – with Dressings, Rolls & Butter

Home-Style Buffet – \$37.95/person

Crispy Fried Chicken Breast with Creamy Sauce, Roast Beef Au Jus, Garlic Smashed Potatoes – w/ Chicken Gravy, Buttered Corn, Tossed Salad – w/ Dressings, Rolls & Butter

The Ultimate Buffet - \$43.95/person

Chicken Cordon Bleu, London Broil, Roasted Redskin Potatoes, Steamed Vegetables, Chopped Salad—with Dressings, Rolls & Butter

Showers/Luncheon Buffet – \$28.95/person

Tray includes Sweet Sliced Ham, Lean Kosher Corned Beef, Golden Oven Roasted Turkey, Lean Roast Beef, Salami, American & Swiss Cheese includes a Relish Tray of Green Leaf Lettuce, Vine Ripe Tomatoes, Crisp Kosher Dill Pickle Slices served with Kaiser Rolls & Deli Rye includes Mayo & Brown Deli Mustard.

**Choose 2 sides from below.

Side Options For Shower/Luncheon Package (Choose 2) – Coleslaw, Macaroni Salad, Potato Salad,

Baked Potato Salad, Fruit Salad, Marinated Veggie Salad, Tossed Green Salad & Dressing, Chopped Salad & Dressing,

Bowtie Pasta Salad, Broccoli Bacon Cheddar Salad, Homemade Potato Chips

(Side options vary seasonally. Call for more information.)

Also Included:

Coffee, Assorted Hot Teas, Iced-Tea, Assorted Sodas (Coke & Pepsi products)

For events under 50 people, an additional \$250 private rental fee will be charged.

Please ask us about special dietary requests and options.

Menu & prices are subject to change without notice.



Appetizer Options

(Menu changes frequently – these are for example purposes only; please call for options & pricing)

Hot Appetizers:

Cocktail Meatballs
Stuffed Mushroom Caps
Spinach & Phyllo Triangles
Mini Crab-Cakes
Sauerkraut Balls
Kielbasa in Puff Pastry
Chicken Fingers w/Dips
Shrimp

Cold Appetizers:

Salami Horns
Provolone Flowers
Fruit Kabobs
Chilled Asparagus
Wrapped In Prosciutto
Assorted Bruschetta
Chicken Salad Puffs
Petite Sandwiches

Dips, Spreads & Trays

Fruit Tray
Veggie Tray
Cheese Tray
Antipasto Tray
Spinach Dip
7-Layer Mexican Dip
Buffalo Chicken Dip

Please call (412-821-2530) or email (info@sigmasconference.com) for selection availability and pricing.

Appetizers can be added on to any meal package or selected as the primary food options.

Please ask us about special dietary requests and options.

Menu & prices are subject to change without notice.



A' la Carte- Room Packages (no food included)

Private Facility* Rental fee (up to 4 hours) of **\$750**

(+ 7% tax + 18% gratuity) includes private use of 3 rooms on the Main Level:

- Alpha, Beta & Chi Rooms (details on the next page)

○ **Extra Options:**

- **VIP Dining/Bar Room** (additional \$250 charge with Main Level rental - described on the next pages)
- **VIP Lounge** (additional \$250 charge with Main Level rental - described on the next pages)
- **Extra hours (over 4 hours) charged \$250/hour**

Staff fee:

- \$40/hour/staff (1 staff/25 people) minimum 6 hours (includes 1 hour setup, 4 hour event, and 1 hour cleanup)
 - Staff manage setup, cleanup & general duties during the event.

External food by private individuals or approved caterers may be brought (instead of using our preferred caterers). This option is provided for the fee of **\$10/person convenience charge** (includes use of china, silverware, glassware) + serving staff fee + room rental fee (shown above).

Food price is NOT included.

Prices are subject to change without notice.



Private Venue Rooms for Your Special Event:

- **Dining Room:** Lower Level
 - Beautiful built-in bar
 - Intimate dining tables and/or cocktail tables
 - 50" plasma TV
 - Seating capacity – 40 people seated; 50 reception style
- **Alpha Room:** Main Level -Handicap accessible
 - One large banquet area with 60" round tables or 6' rectangular tables & padded banquet chairs
 - 80" LCD projection screen
 - Seating capacity - up to 64 for sit down at 60" round tables
- **Beta Room:** Main Level -Handicap accessible
 - One large banquet area with 60" round tables or 6' rectangular tables & padded banquet chairs
 - 70" LCD projection screen
 - Seating Capacity - up to 56 for sit down at 60" round tables
- **Chi Room:** Main Level-Handicap accessible
 - Dedicated food/beverage serving area separate from the dining areas



• Please see our attached sheet for information about our **VIP Lounge** area and seating capacity chart.



VIP Lounge

Choose the VIP Lounge Package to offer your guests a unique and additional private, quiet, intimate, retreat-like ambience to complement your private main level rooms' rental. Guests will be amazed by the comfort of this beautifully decorated relaxing area and will have an ultimate event experience when enjoying the luxuries our VIP Lounge has to offer.

Amenities:

- Beautiful, relaxing and warm lounge area with seating for up to 25 guests
 - Three comfortable couches and 3 over-sized chairs
 - Three 36" round pub tables with nine barstools
 - Granite counter-top eating area with six barstools
- Ceiling fans and lamp lighting
- Technology that features:
 - Wireless internet , laptop computer, 50" plasma projection screen (for photo-shows & presentations)
- Clean and beautifully decorated private restroom facilities
- Convenient location & plenty of free parking



Price:

- Lounge rental fee when reserved in addition to one of our main level banquet packages is \$250 (up to 4 hrs.) + 7% tax + 18% gratuity
- Lounge ONLY 4-hour rental is \$500 (with no main-level rental) + 7% tax + 18% gratuity; does not include food
- Extra hours charged at \$250/hour

***The **Lounge** is located on the upper level (1 flight of stairs), with no elevator access

Prices are subject to change without notice.



VIP Dining/Bar Room

Choose the VIP Dining/Bar Room Package to offer your guests a unique and additional private, quiet, intimate, retreat-like ambience to complement your private main level venue rental. Guests will be amazed by the comfort of this beautifully decorated relaxing area and will have an ultimate event experience when enjoying the luxuries our VIP Dining Room has to offer.

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)
- Seating capacity – up to 40 for sit down, 50 for reception
- Room dimensions – 26'x32' - approximately 830 square feet

Price:

- **Dining/Bar Room** rental fee when reserved in addition to one of our main level banquet packages is \$250 (up 4 hrs.) + 7% tax + 18% gratuity and includes the “**BYOB Bar Package**” (described on the next page)
- **Dining/Bar Room** ONLY 4-hour rental is \$500 (with no main level rental) + 7% tax + 18% gratuity; and DOES NOT include the “**BYOB Bar Package**”
- Extra hours charged at \$250/hour



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

Prices are subject to change without notice.



BYOB Bar Package

Price:

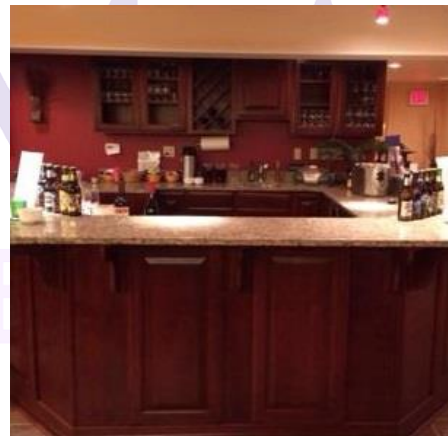
- \$250 fee + 7% Sales Tax and 18% Gratuity includes:
 - Private use of bar* area
 - Bartender
 - Setup/cleanup
 - Barware
 - Ice and basic mixers

*Private bar area is the lower level "Dining Room" or main level "Chi or Beta" Room

- It is the responsibility of the customer to arrange a time for the alcohol to be delivered either by the customer or the pickup service**
Price DOES NOT include alcohol.

- Additional bartenders available for \$40/hour - may be required dependent on number of guests (4 hour minimum)
- Extra hours charged at \$250/hour (includes bartender and bar area)

**Optional \$100 convenience charge for alcohol pickup service



Price is subject to change without notice.

SIGMAS EVENT CENTER

Venue Pictures



Alpha Room set up with banquet rounds



Beta Room set up with banquet rounds



Alpha Room set up with cocktail tables



VIP Lounge (upper level)



VIP Dining/Bar Room with bar (lower level)



Chi Room set up with banquet rounds



Alpha Room set up with banquet rounds