



Bereavement Package

Sigmas Event Center provides you, your family and friends a comfortable and spacious setting to celebrate the life of your loved one. Your guests will be the only guests in our private and serene venue.





Bereavement Package Inclusions

Package Price: \$39.95 Per Person (+ tax & service fee)

- **Private Rental of Main Level** (3 Rooms - Alpha, Beta, and Chi Rooms) with **Lower Level** (1 Room - Zeta Room) & **Upper Level** (1 Room - Lambda Room)
- 4 Hour PRIVATE Room(s) Rental (includes setup/event/cleanup)
- Delicious Menu
- Serving Staff
- On-Site Free Self-Parking
- Linens and House Center Pieces
- AV/Technology for Slide Shows
- Table/Chair Set-Up & Placement for Your Floor Plan

Menu Options: (Please Select One)

1. Chicken Parmesan with Tomato Basil Butter, Pasta with Sauce, Tossed Salad and Rolls with Butter
2. Chicken Marsala, Garlic Mashed Potatoes, Tossed Salad and Cookies
3. Crispy Baked Chicken with Honey Mustard, Garlic Mashed Potatoes, Tossed Salad and Rolls with Butter
4. Pasta with Melted Mozzarella, Meatballs OR Hot Sausage, Tossed Salad, Rolls with Butter and Cookies
5. Roasted Vegetable Lasagna with Bechamel or Marinara, Tossed Salad, Rolls with Butter and Cookies

Please specify if you have any food allergies or dietary restrictions.

Package includes coffee, tea, water

Bar Service is BYOB (price does not include bartender)

35 guest minimum is required (120 guests maximum)

7% tax & 18% service fee are not included



Main-Level Private Amenities

Alpha, Beta, Chi Rooms



Alpha Room

ALPHA ROOM

The Alpha Room is a spacious banquet/meeting area, completed with 60" round, 6' rectangular, and/or 36" cocktail tables & padded banquet chairs. It is equipped with an 80" LCD projection screen & ceiling speakers with lapel or handheld microphone. This elegant room is perfect for sit-down dining and can fit up to 64 guests (8 tables with 8 guests/table) at round tables; or it can provide a casual setting with cocktail tables. If food station(s) are added, this will limit the number of guests in this room.

BETA ROOM

The Beta Room, adjacent to the Alpha Room and separated by 3 archways, is another spacious banquet area that is completed with 60" round, 6' rectangular, and/or 36" cocktail tables & padded banquet chairs. It is equipped with a 70" LCD projection screen for a slide/picture show. The Beta Room can fit up to 56 guests (7 tables with 8 guests/table). If additional spacing requirements, and/or food station(s) are added, this will limit the number of guests in this room.



Beta Room



Chi Room

CHI ROOM

The Chi Room, adjacent to the Beta Room, may be used for additional seating or a cocktail area with a portable bar, couch & oversized chair. Up to 4, 60" round tables for guest seating, or 7, 36" cocktail tables can complete this room. This room may also be used for food serving, or additional private space for reflection. This is a perfect complement to the other two main level rooms for maximum flexibility and comfort for your guests.



Lower-Level Private Amenities

Zeta Room

This comfortable and spacious private room, located on the lower level, is completed with a beautiful built-in granite-top bar for seating 8 guests; and 10, 36" square intimate dining tables for seating 40 guests. Cocktail tables may also be used for a more casual setting. This 1000 ft² space is equipped with two bathrooms, and a 50" TV monitor for a slideshow or cable TV viewing. This hidden gem is a perfect room for intimate private celebration of life ceremonies that will provide a comfortable and serene setting for your guests.





Upper-Level Private Amenities

Lambda Room

This beautiful, boutique-like, relaxing and versatile room is an exceptional space that accommodates up to 20 guests. This gorgeous space is equipped with couch, bar and pub-table seating, 2 private bathrooms, and a 50" TV monitor. This warm and welcoming unique room is perfect for your guests to relax and reflect in a quiet and private setting.





Commonly Asked Questions

What is your catering and food policy?

This "all-inclusive" package is a pre-set menu*, using our preferred caterer, and no changes may be made to the caterer and/or menu. If you wish to have a custom menu and/or use your own caterer, please see our general "Special Events" packages which give you full flexibility for customizing your event (a different pricing structure applies).

*We may however have the need to substitute items based on availability and seasonality and will communicate any modifications to you!

Who provides the alcohol and beverages?

There is no sale of alcohol at Sigmas and no BYOB/bottle service is permitted by individual guests. Any wine, champagne, punch, or alcohol must be purchased by the host and served by a certified bartender. No exceptions. It is the responsibility of the customer to pay for a bartender and/or bartending package and provide host liquor liability insurance (the bartending company will already have this).

The host will purchase the desired "mixers" for the host-supplied alcoholic beverages (or use a bartending company that we may recommend).

We do not allow "shots" of alcohol; if alcohol will be served, then it must be mixed with a non-alcoholic beverage mixer.

How do you handle non-catering vendors and decoration?

We are not exclusive to any vendors however we are happy to make recommendations. You are permitted to use our house table and ledge decorations or bring your own; either way, you will be responsible for setting up all decorations within the allotted time rental.

Confetti, glitter, sparklers, rice throwing, dove/butterfly launch are not permitted.

Flameless candles are permitted; real candles may be permitted at the discretion of Sigmas' management team.

Certificates of insurance for vendors can be required at Sigmas' management's discretion.



Commonly Asked Questions (cont'd)

Who is responsible for providing the staff and cleaning?

For our “all-inclusive” packages, Sigmas’ will provide the necessary staff, through the caterer and/or staffing agency, to be on-site during your event to manage the facility including maintenance, bathroom stocking, major spills, and overall venue supervision. They will also manage the setup, buffet serving, & clean-up for your event.

In preparation for your event, our staff will setup the number of tables and chairs requested; and will put our linen tablecloths on the tables.

Our staff is not responsible for setting up customer supplied décor, dance floor, any centerpieces or other customer supplied materials; and is not responsible for outside vendor management.

Our staff does not include the bartender. It is the responsibility of the customer to hire a certified bartender (or a bartending company) to manage all aspects of bar setup, including glassware, mixers, ice, garnishes, etc.; and serving. We have recommendations for bartending companies to manage that service.

Sigmas is a BYOB facility, and the customer is responsible for purchasing their own alcohol.

What are your payment terms and pricing?

No dates are held without a non-refundable \$500 deposit.

The final balance is due on the day of the event. Extra charges will be billed and due immediately for additional guests, damages, hours, etc.

The all-inclusive price is \$39.95/person plus 7% tax + 18% service fee. The customer is responsible for paying all fees for the bartending services, if alcohol is desired to be available for the event.

Pricing packages, including menu options, may be changed at any time, without notice. Pricing is subject to change for holiday dates. Contact us for a quote.

Do you have on-site parking?

We offer free on-site parking for up to 45 cars (this includes staff, vendor, and guest cars). You can hire a valet service if you believe you will exceed our free parking lot limit. Cost of the valet is the responsibility of the customer, and the valet company will be required to provide a Certificate of Insurance.

What is your cancellation policy?

In the unlikely event of a Cancellation by the customer for any reason and at any time, the non-refundable deposit received will be retained and not returned. No exceptions. If cancelled within 7 days of the event, 100% of the estimated charges will be due.