



Corporate Meeting Packages – Room Rental Rates

Comfortable and functional meeting rooms for ultimate productivity & focus, all-inclusive advanced AV/technology, free on-site parking, separate dining and break rooms, business center, convenient location, and exceptional customer service are just a few features that will make Sigmas Event Center your #1 choice for corporate meetings and events. You will find corporate excellence with our attention to every detail at Sigmas Event Center!



Theta Room



Alpha Room



Lambda Room



Theta Room



Corporate Meeting Package Inclusions

- Private use of three (3) private meeting rooms
 - **Package #1 (Upper Level)** described on page #4 -
*Includes the Theta Room, Lambda Room, & Epsilon Room **OR**
 - **Package #2 (Main Level)** described on page #5 -
*Includes the Alpha Room, Beta Room, & Chi Room
- * Additional rooms may be added for \$500/room
- Access to two (2) additional rooms for separate dining & breaks (described on page #6)
 - Business Center & Zeta Room private dining
- Advanced AV/Technology (details on page 11!)
- Multiple seating styles (guest count/room dependent)
 - Theatre, Round/Rectangular Pods, U-Shape, Classroom
- Setup of tables (includes linens) & comfortable chairs/clean-up
- Professional & courteous staff
- Floor electrical outlets
- Dimmable lighting and excellent lighting control
- In-room adjustable thermostats
- Wireless internet
- Access to a network printer
- On-site complimentary & abundant self-parking
- Logistics coordination with your event/meeting manager

Package #1 or #2 Pricing:

HOURLY RENTAL:	\$275/hour (2 hr. min.)* or
HALF-DAY FLAT-FEE RENTAL:	\$1125 (up to 5 hrs.)* or
FULL-DAY FLAT-FEE RENTAL:	\$1750 (up to 10 hrs.)*

*The rental time must account for the # of hours needed for setup, event time, and breakdown (participants vacating the venue). No food, beverage, or staff are included in these rates. Extra hours can be booked for \$275/hour.



Corporate Meeting Package Exclusions & Enhancements

- **Food & staff price are not included** with the a' la carte rental pricing package fee, but your caterer will provide the food and service!
 - Our preferred caterers are listed on our website (www.sigmaseventcenter.com) and are included in this package on page 7; they can be contacted directly to choose meal options; Sigmas will help to coordinate!
 - It is the responsibility of the caterer* (or meeting host, if not using a caterer) to prepare, deliver, serve, and dispose of food. They will also need to provide staff, china/silverware/glassware or disposable items, serving ware, food cleanup, and china/silverware/glassware cleanup, etc. for all food service (breakfast, lunch, and/or breaks).
 - *If one of our preferred caterers is not used, an additional \$750 + 7% tax fee will be charged.
- **All day continuous beverage station** with disposable drinking cups is available for \$7.95/person + tax and includes:
 - Coffee – decaf & regular
 - Hot & Iced Tea – decaf & regular
 - Assorted Sodas
 - Filtered Water
- **Additional rooms may be rented for a flat fee of \$500/room/day.**
- **7% tax** is added to all rentals or add-ons.

Prices are subject to change without notice



Corporate Meeting Package #1

Includes 3 Private Rooms – Upper Level

Theta Room, Lambda Room, & Epsilon Room

THETA ROOM

Packed with technology & upgraded ergonomic furniture, this state-of-the-art room fits 24 participants comfortably classroom, U-shape, or pods style. The all-inclusive AV ensures a productive meeting and our on-site manager is always here to help. Our 5' tables boast modesty panels and cord grommets, and our floor is equipped with electrical outlets. Smart Boards®, sound system, monitors & screens, thermostat control, and Zoom-Room capabilities complete this room to make it an exceptional experience for presenter & participants!



LAMBDA ROOM

This beautiful, private, & relaxing room, located on the upper level, is a perfect networking or break space. This additional 750 ft² space is equipped with couch, bar and pub-table seating, additional private bathrooms, & a 50" TV monitor. It is an intimate & comfortable setting sure to please your participants!



EPSILON ROOM

This functional room, adjacent to the Theta Room, is a perfect break-out/private meeting room. This space boasts an elegant board-room table, ergonomic Hon® seating for up to 10, & a landline telephone. Equipped with a 75" monitor, Zoom-Room capabilities, and a whiteboard ensure productivity for your participants!





Corporate Meeting Package #2

Includes 3 Private Rooms – Main Level

Alpha Room, Beta Room, & Chi Room

ALPHA ROOM

This versatile & spacious room includes modern technology & seats up to 100 participants theatre-style; 40 classroom-style & 56 full-round pods style. Comfortable padded chairs, electrical floor outlets, and whiteboards complement the all-inclusive AV/technology to ensure a productive meeting. Lighting and temperature controls help ensure your participants' comfort and our on-site event & facility manager is always here to help.



BETA ROOM

This room, adjacent to the Alpha Room & separated by 3 archways, is a spacious separate break/eating area that can be setup with round, rectangular, or cocktail tables. It is equipped with a 70" LCD monitor & has lighting & temperature controls. This versatile room can be set for 48 guests for dining, or for a networking area.

CHI ROOM

This room, adjacent to the Beta Room & separated by a door, is a beautiful separate break, eating, break-out, or networking area that can be setup with round, rectangular, or cocktail tables. This separate room can help any meeting to ensure extra comfort, focus, & productivity for their participants.





Both Packages Include 2 Extra Rooms

Zeta Room & Business Center

ZETA ROOM

This gorgeous & spacious private dining/break room, located on the lower level, is completed with a beautiful built-in bar with seating for 8; and 10, 36" square intimate dining tables. This additional 1000 ft² space is equipped with two bathrooms, a 50" TV monitor that can be connected to a laptop or used to view cable TV, & can seat up to 40 people. Your guests will enjoy a comfortable & relaxing private dining area that is separate from the main meeting rooms. Tables can be setup to meet your specific dining & meeting needs.



The private dining or break area can be setup to meet your specific dining needs including individual tables with 4 guests/table, group pod seating, L-shape seating and cocktail tables for a more casual atmosphere.

BUSINESS CENTER

This room offers "office away from the office convenience" with 2 desks and office chairs, a landline telephone, network printer, and general office supplies. This room can offer privacy for 1:1 discussions, small break-out exercises, and individuals requiring no interruptions during breaks. Ensuring the comfort of your participants is our main priority!



www.sigmaseventcenter.com

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Preferred Caterers



Bistro To Go Catering specializes in making events easy, memorable and extraordinary! Using only the highest quality ingredients, their menu items are expertly prepared by culinary professionals. Let them help with your next celebration or event. No size is too big or small!

<https://bistroandcompany.com/>
(412)-231-0218



John Marshall Catering is a full-service catering company that provides spectacular food with exceptional service. John Marshall Catering is dedicated to serving their clients with the freshest ingredients and gracious hospitality to create a memorable and complete environment for their guests.

<https://www.johnmarshallcatering.com/>
(724)-444-1384



JPC Event Group specializes in full-service celebrating - from fine catering, meticulous event planning, rentals, and more! Their mission is to attend to every detail so that you and your guests can focus on the experience. They're real people, with real design, real food and real passion.

<http://www.jpceventgroup.com/>
(724)-654-6851



P.O. Catering combines delicious meals with impeccable service. They offer full-service catering and consultation for your event, large or small, casual or elegant, with a 100% satisfaction guarantee. With seasonal menus featuring fresh reinterpretations of classic recipes and uncompromising attention to detail, they make every event a unique celebration—so you can relax and enjoy the day!

<https://pocatering.com/>
(724)-251-0123



Commonly Asked Questions

What is your catering and food policy?

We recommend several different full-service caterers who work extremely well with Sigmas. However you may use any caterer or bring your own food*. The caterer or host is responsible for all china/serving ware, dinner glassware (or you may rent from Sigmas for events under 50 people), food setup, serving, clean up and disposal.

*If you choose to provide your own food or use a caterer not on our recommended caterer list, an additional flat fee of \$750 (+ 7% tax) will be charged. No exceptions will be made.

Who is responsible for providing the staff and cleaning?

The customer and/or the customer's caterer (whether a Sigmas' Preferred Caterer, or their own caterer) is responsible for managing all aspects of the event. This includes, but is not limited to general maintenance, bathroom stocking, major spills, and overall venue supervision.

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. If specialty linens are rented outside of Sigmas, the host/caterer will be responsible for all linen setup.

Our staff is not responsible for setting up the décor, table place settings (china, flatware, glasses and napkins), dance floor, any centerpieces, timeline, vendor management, food setup/serving, cleanup, etc. The customer's vendors and/or caterers are responsible.

It is the responsibility of the customer/caterer to hire a certified bartender (or a bartending company) to manage all aspects of bar setup, including glassware, mixers, ice, garnishes, etc.; and serving (if alcohol is going to be served). 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 (if desired for your event).

We strongly recommend, at a minimum, a day-of coordinator to oversee those details. Our preferred caterers offer this service, and we can recommend independent event planners.

How do you handle 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 (continued)

How much time do we get the rental space?

That depends on the pricing package selected - you may rent per-hour (minimum of 2 hours), a "half-day" rental (up to 5 hours) or a "full-day" rental (up to 10 hours). However, the package you choose must account for the time needed for setup, for the event, and for clean-up.

Additional hours may be added for \$275/hour.

Do you provide linens?

Our rectangular tablecloths, round table floor-length tablecloths, and/or napkins in various colors (white, ivory, black, purple) are included in your corporate meeting rental.

If you desire specialty linens, you are welcome to rent those from an external vendor. However, you or your vendor, will be responsible for setting up those linens.

Damages to Sigmas' linens will be charged \$20/tablecloth and \$10/napkin and will be charged at the sole discretion of Sigmas (and includes the need for excessive laundering).

Who provides the beverages (non-alcoholic and/or alcoholic)?

All non-alcoholic beverages & glassware (or disposables) need to be provided by your caterer unless you choose the "add-on" for Sigmas to provide a beverage service (\$7.95/person + 7% tax - price and offerings may change so please check with us!)

There is no sale of alcohol at Sigmas and no BYOB/bottle service is permitted by individual guests. Any wine, champagne, or alcohol must be purchased by the host and served by a certified bartender through your caterer or bartending company. A liquor liability insurance certificate must be provided by you, your caterer or a bartending company. No exceptions.

The host will purchase the desired "mixers" package from the caterer/bartending company that would include ice, mixers, garnishes, bar equipment, glassware, etc. for the host-supplied alcoholic beverages.

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



Commonly Asked Questions (continued)

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 are your payment terms and pricing?

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

50% of the remaining balance is due 45 calendar days from the date of the deposit.

The final balance is due 90 days from the date of the deposit or within 45 days of the event (whichever is sooner).

If the event is going to be executed prior to these date milestones, specific payment terms will be communicated.

All rentals must be paid prior to the event date; extra charges will be billed and due immediately for additional guests, damages, hours, etc.

The rental rate is dependent on the pricing package chosen. All rentals will add on a 7% required state tax.

The customer is responsible for paying all fees for the bartending services, if alcohol will be served.

Pricing packages may be changed at any time, without notice.

Pricing is subject to change for holiday dates. Contact us for a quote!

What is your cancellation policy?

a) If a Cancellation occurs at any time from the date of execution of this Agreement to 120 days prior to the Event Date, the cancellation fee will be equivalent to the initial deposit.

b) If a Cancellation occurs from 119 days to 46 days prior to the Event Date, the cancellation fee is equivalent to fifty percent (50%) of the Estimated Total Cost.

c) If a Cancellation occurs 45 days or less prior to the Event Date, the cancellation fee is equivalent to one hundred percent (100%) of the Estimated Total Cost, plus any documented cancellation fees, penalties or expenses incurred by Sigmas as a result of cancelling the services of any third-party vendor hired by Sigmas for purposes of the event.

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.



Technology/Setup Details

- **All Inclusive AV/Technology:**
 - Dell laptop computer(s) for presentations with Microsoft Office 365
 - 75" Interactive, White Board Monitor that is Zoom-Room equipped (Theta Room)
 - 80" wall mounted LCD monitor (Alpha Room)
 - All wall monitors connect to a laptop (yours or Sigmas), and FIOS Cable TV
 - Wireless presenter with pointer
 - Video and audio DVD with playing and recording capabilities
 - Ceiling speakers for microphone system, presentation, FIOS cable TV, DVD, or audio sound
 - Wireless handheld or hands-free (lapel) microphone
 - 2 Smart Boards® (Theta Room)
 - 2 Idea Paint® walls (Alpha Room)
 - Two (or more) flipchart easels and paper pads with markers
 - Theta Room & Epsilon Rooms are "Zoom Room" equipped
- **Table Setup:**
 - **Up to 100 Guests** (Alpha Room - Theatre Style)
 - **Up to 56 Guests** (Alpha Room - Full Pods Style)
 - **Up to 45 Guests** (Alpha Room - Classroom Style)
 - **Up to 35 Guests** (Alpha Room - U-Shape Style)
 - **Up to 24 Guests** (Theta Room - Classroom, Pod or U-Shape Style)
- **Setup of tables (includes linens)**
 - 60" Round Tables for Pod Seating in the Main Level Rooms (Alpha/Beta/Chi)
 - 6' Rectangular Tables for Classroom/U-Shape Seating in the Main Level Rooms
 - 5' Rectangular Tables with Modesty Panels for Pod/U-Shape/Classroom Seating for the Upper Level Theta Room
- **Setup of chairs**
 - Comfortable padded banquet chairs for the Main Level Rooms (Alpha/Beta/Chi)
 - Ergonomic Hon® chairs for the Upper Level Theta Room and Epsilon Room