



Shower Package

Sigmas Event Center is the perfect venue for your Shower Celebration! Our exceptional team provides 5-star services that will make your event a breeze and will ensure that you and your guests have a delightful and unique experience for your shower celebration.

Our goal is to exceed your expectations and bring your vision to life!

Alpha Room

Privacy, elegance, comfort, and customer service that is second to none – you'll find it all at Sigmas Event Center!





Shower Package Inclusions

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

- Choice of **ONE Private** Rental Area
 - Main Level (Alpha, Beta, Chi);
 - Lower Level (Zeta); or
 - Upper Level (Lambda)
- 4 Hour Private Venue Rental (includes setup, event, and clean-up time)
- Breakfast or Lunch 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

Special Menu Options: (Please Select One - Breakfast or Lunch)

Breakfast

- Scrambled Eggs
- Bacon & Sausage
- Home Fries
- Pastry Assortment
- Chilled Cut Fresh Fruit

Lunch

- Gourmet Sandwich Assortment
- Fresh Fruit Display
- Alfresco Salsa and Dip Tray
- Strawberry Sugar Pecan Salad
- Spring Pasta Salad
- Gourmet Cookies
- Petite Cream Puffs
- Chocolate Dipped Strawberries

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



Alpha Room (Main Level)

The Alpha Room is a spacious celebration 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 & can fit up to 64 guests (8 round tables with 8 guests/table); or it can provide a casual setting with cocktail tables. If a DJ, additional spacing requirements, and/or food station(s) are added, this will limit the number of guests. Bring your Shower vision to life!





Beta Room (Main Level)

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 round tables with 8 guests/table). If a DJ, additional spacing requirements, and/or food station(s) are added, this will limit the number of guests in this room. This is a perfect area for smaller showers or for more space!



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1717 Babcock Boulevard Pittsburgh, PA 15209

info@sigmasconference.com



Chi Room (Main Level)

The Chi Room, adjacent to the Beta Room, can accommodate up to 4, 60" round tables for guest seating or 7, 36" cocktail tables for a casual style. The Chi room is equipped with a 70" LCD projection screen for a photo show. It is the perfect area for a small & intimate shower hosting up to 32 guests, or for additional space for enhanced guest comfort.





Zeta Room (Lower Level)

This gorgeous 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 private showers and celebrations.



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Lambda Room (Upper Level)

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 enjoy your intimate shower celebration.



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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.

Do you have a dance floor?

Sigmas does not have a stationary dance floor - all surfaces are wall-to-wall carpeting. You are welcome to rent a dance floor at your expense, but please discuss the sizes with us prior to securing your rental.

The rental company or customer will be responsible for setup/tear-down of the dance floor.



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.

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 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.

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

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



Commonly Asked Questions (cont'd)

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?

- 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.