



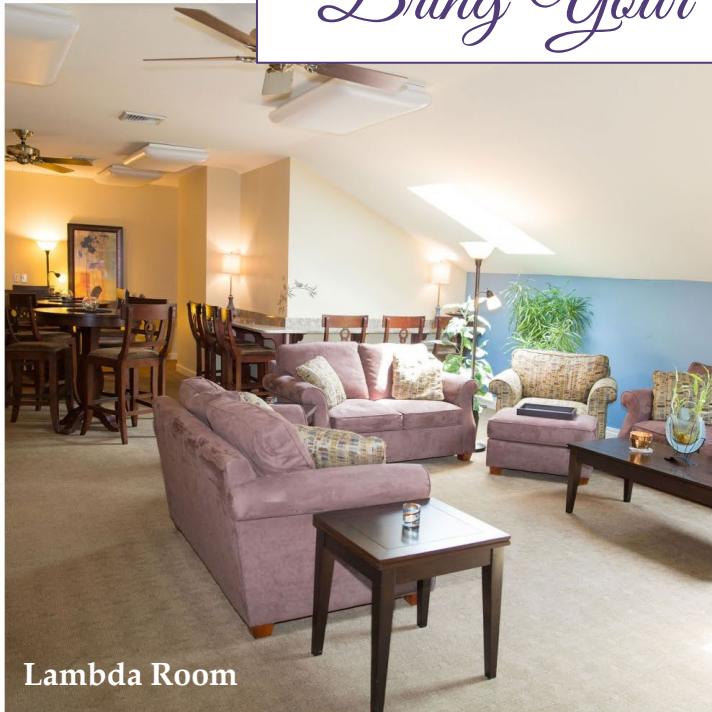
# Special Events Packages

We offer 3 flexible packages that include private facility use, beautiful rooms, catering options, free on-site parking, technology, exceptional customer service, and more! Choose our unique venue to bring your event vision to life!



Alpha Room

*Bring Your Vision to Life!*



Lambda Room



Zeta Room

SIGMAS  
EVENT CENTER

# Special Events

## Package #1 Inclusions

- **Private Main Level Rental**  
(Includes 3 Rooms: **Alpha, Beta, and Chi Rooms**)
  - Approximately 2100 ft<sup>2</sup> of space for up to 120 Guests
- Table/Chair Set-Up & Placement for Your Floor Plan
- BYOB
- Amazing AV/Technology & 3 Extra Large Monitors
- Flexibility to Use One of Our Preferred Caterers or Your Own\*  
\*Additional charges apply if using your own
- Flexibility to Use Your Own Vendors or Our Recommended Partners
- Beautiful & Versatile Setting (pictures on next page!)
- On-Site Complimentary & Abundant Self-Parking

Our unique, private, and comfortable venue will make you feel welcomed like a special guest in a private home!

**Rental Package Price: \$275/hour\* (+ 7% tax)**

*\*3-hour minimum is required. We do not offer hourly rates for Weddings. Must account for the # of hours needed for vendor/host setup, event time, and breakdown. Pricing subject to change.*

*Contact us for pricing for holiday dates.*

[www.sigmaseventcenter.com](http://www.sigmaseventcenter.com)

1717 Babcock Boulevard, Pittsburgh, PA 15209

[info@sigmasconference.com](mailto:info@sigmasconference.com) or 412-821-2530

# SIGMAS EVENT CENTER

## Package #1 Private Amenities

*Alpha, Beta, Chi Rooms Rental (3 rooms approx. 2100 ft<sup>2</sup> total)*



**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 a dance floor, DJ, additional spacing requirements, and/or 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 a dance floor, 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 space for a cocktail hour, a dancing room, or additional guest seating.



**Beta Room**



**Chi Room**

### CHI ROOM

The Chi Room, adjacent to the Beta Room, may be used for additional seating or a special cocktail area with a portable bar, couch and 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, a cocktail hour room, or as a dedicated bar/lounge or dancing area. This is a perfect complement to the other two main level rooms for maximum flexibility and comfort for your guests!

SIGMAS  
EVENT CENTER

# Special Events

## Package #2 Inclusions

- **Private Lower Level Rental**  
(Includes 1 Room: **Zeta Room**)
  - Approximately 1000 ft<sup>2</sup> of space for up to 50 Guests
- Table/Chair Set-Up & Placement for Your Floor Plan
- BYOB
- 55" TV Monitor
- Flexibility to Use One of Our Preferred Caterers or Your Own\*  
\*Additional charges apply if using your own
- Flexibility to Use Your Own Vendors or Our Recommended Partners
- Gorgeous & Intimate Setting (pictures on next page!)
- On-Site Complimentary & Abundant Self-Parking

Our unique, private, and comfortable venue will make you feel welcomed like a special guest in a private home!

**Rental Package Price: \$250/hour\* (+ 7% tax)**

*\*3-hour minimum is required. We do not offer hourly rates for Weddings. Must account for the # of hours needed for vendor/host setup, event time, and breakdown. Pricing subject to change.*

*Contact us for pricing for holiday dates.*

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# Package #2 Private Amenities

## Zeta Room Rental (approximately 1000 ft<sup>2</sup> total)

The 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 comfortable space is equipped with two bathrooms, and a 50" TV monitor for a slideshow or cable TV viewing. A true hidden gem, this room is perfect for intimate private events such as birthdays, holiday celebrations, showers, rehearsal dinners, cocktail parties, celebration of life ceremonies, & more...



*Bring Your Vision to Life!*





# *Special Events*

## *Package #3 Inclusions*

- **Private Upper Level Rental**  
(Includes 1 Room: **Lambda Room**)
  - Approximately 750 ft<sup>2</sup> of space for up to 20 Guests
- Comfortable Pub, Bar, and Couch seating
- Kitchenette
- BYOB
- 55" TV Monitor
- Flexibility to Use One of Our Preferred Caterers or Your Own\*  
\*Additional charges apply if using your own
- Flexibility to Use Your Own Vendors or Our Recommended Partners
- Welcoming & Intimate Setting (pictures on next page!)
- On-Site Complimentary & Abundant Self-Parking

**Our unique, private, and comfortable venue will make you feel welcomed like a special guest in a private home!**

***Rental Package Price: \$225/hour\* (+ 7% tax)***

*\*3-hour minimum is required. We do not offer hourly rates for Weddings. Must account for the # of hours needed for vendor/host setup, event time, and breakdown. Pricing subject to change.*

*Contact us for pricing for holiday dates.*

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# Package #3 Private Amenities

## **Private Lambda Room Rental (approximately 750 ft<sup>2</sup> total)**

*The beautiful, boutique-like, relaxing, and versatile room, located on the upper level, is an exceptional space for your intimate event (up to 20 guests). This 750 ft<sup>2</sup> space is equipped with couches, bar and pub-table seating, 2 private bathrooms, and a 55" TV monitor. This warm and welcoming unique room is perfect for small special events such as bridal/baby showers, birthdays, cocktail parties, VIP Suite, and more...*



*Bring Your Vision to Life!*



# Package Enhancements

- Floor Length Round Linens - **\$15/tablecloth**
  - White, Ivory, Purple, or Black
- Floor Length Rectangular Linens - **\$12/tablecloth** (color selection varies)
- Linen Napkins - **\$5/napkin**
- Set of China, Silverware, Dinner Water Glass (up to 50 people) - **\$7.50/person**
- **Special Enhancements to Package #1:**
  - Lower Level **Zeta Room ("Package #2")** Private Cocktail/Bar/Party Room amenities described on page #4 - #5 (and pictured below)
    - Price discounted: \$750 flat fee (up to 5 hours)*
    - Approximately 1,000 ft<sup>2</sup>
    - 2 additional bathrooms, private bar with 8 barstools, 50" monitor
    - Square tables seat 40 people or an open floor plan with high cocktail tables
      - House tablecloth linens on square and cocktail tables are included
  - Upper Level **Lambda Room ("Package #3")** Private Suite amenities described on page #6 - #7 (and pictured below)
    - Price discounted: \$625 flat fee (up to 5 hours)*
    - Approximately 750 ft<sup>2</sup>
    - 2 additional bathrooms; private seating area; 50" monitor
    - Couch/bar/cocktail table seating for 20

## Lower Level Zeta Room

The gorgeous & 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. Cocktail tables may also be used for a more casual setting. This 1000 ft<sup>2</sup> space is equipped with 2 bathrooms, & a 50" TV monitor for a slideshow or cable TV. This exceptional complement to your Main Level package rental is a perfect room for a pre-dinner cocktail hour, hors d'oeuvres serving, music, or additional guest seating.



Zeta Room

## Lambda Room



## Upper Level Lambda Room

The beautiful, boutique-like, relaxing & versatile room, located on the upper level, is a special space to complement your Main Level package rental. Accommodating up to 20 guests, this 750 ft<sup>2</sup> private space is equipped with couch, bar and pub-table seating, 2 private bathrooms, and a 50" TV monitor. This warm, welcoming, and unique room is the perfect party or VIP lounge/suite in an intimate & comfortable setting that your special guests will love!



SIGMAS  
EVENT CENTER

# Preferred Caterers

**BISTRO** to go  
catering • café • community

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*

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

**J  
E**

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

SPECIAL EVENTS  
**P.O. CATERING**

EST.  1993

CORPORATE

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 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, 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.

## **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, 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 (continued)

## **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.

## **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, if rented from Sigmas, on the tables. The appropriate count of linen napkins will be available on the tables (but not folded or set). If 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 set-up/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. 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.

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.



# Commonly Asked Questions (continued)

## **Do you provide linens?**

You may rent our rectangular or round table floor-length tablecloths, and/or napkins in various colors (white, ivory, black, purple) for an additional fee, described in the Special Events Packages Enhancements" page.

If you desire specialty linens, you are welcome to rent those with your chosen vendor/caterer. However you, or your caterer, will be responsible for setting up and removing those linens. The vendor/caterer will be responsible for setting up all napkins.

If you use Sigmas' linens, you will not be responsible for collecting or laundering them at the end of the event. 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).

## **What kind of tables do you provide?**

- 60" Round Banquet Tables (16 available)
- 50" Round Banquet Table (1 available)
- 6' Rectangular Banquet Tables (26 available)
- 4' Rectangular Banquet Tables (4 available)
- 36" Round High Cocktail Tables (7 available)
- Couch, Oversized Chair, and Ottoman (1 set available)

We also have 120 padded banquet chairs are also included in your rental.

## **What do you suggest for planning and coordination of our special event?**

We recommend a day-of coordinator/planner at a minimum. We can recommend a planner that can assist you with comprehensive planning, design and coordination, or day-of coordination.

## **Do you have 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.



# Commonly Asked Questions (continued)

## **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.

Extra charges will be billed and due immediately for additional guests, damages, hours, etc.

The package price for the venue rental is an hourly fee (+ 7% tax), based on package selection, and is inclusive of the amenities described previously. Add-ons are available for the prices stated on the "Enhancements" page and must be selected within 90 days from the date of the deposit.

If a caterer is chosen that is not on Sigmas' Preferred Catering List, a flat fee of \$750 (+ 7% tax) will be charged and is added to the package pricing.

The customer is responsible for paying all fees for the bartending services, catering, staff, etc. Payments to those vendors will be made directly by the customer and with the terms set forth by those vendors. Sigmas serves only as the venue.

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

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



## *Commonly Asked Questions (continued)*

### **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.