

SIGMAS
EVENT CENTER

Wedding Package

Love stories begin here...



Bring your dream to life!



Wedding Package Inclusions

- Main Level Private Rental
(Includes 3 Rooms – Alpha, Beta, and Chi Rooms)
 - Approximately 2100 ft² of private space!
- Up to Ten (10) Hours Use of the Three (3) Included Rooms
 - Use of hours is for setup, decoration, ceremony, cocktail, dinner, dancing, cleanup/breakdown, etc.
- Up to 100 Guests, Including the Bridal Party & Wedding Couple
- Table/Chair Set-Up & Placement for Your Floor Plan
- BYOB
- Portable Bar (to use in either Alpha, Beta, or Chi Rooms)
- 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 caterer
- Flexibility to Use Your Own Vendors or Our Recommended Partners
- Beautiful, Unique & Versatile Setting (pictures on next pages!)
- On-Site Complimentary & Abundant Self-Parking

Rental Package Price:

\$2250

Pricing subject to change.

7% sales tax not included.

Contact us for holiday dates pricing.

www.sigmaseventcenter.com

1717 Babcock Boulevard, Pittsburgh, PA 15209

info@sigmasconference.com or 412-821-2530



Included Private Amenities

The Wedding Package includes three (3) beautiful Main Level Rooms (approximately 2100 ft² total)



ALPHA ROOM

The Alpha Room is a spacious and beautiful ceremony and/or reception area that is completed with 60" round, 6' rectangular, and/or 36" cocktail tables & padded banquet chairs. It is equipped with an 80" LCD projection screen for a slideshow. This elegant room can fit up to 64 guests at round tables (8 tables with 8 guests/table + a Sweetheart Table for the Bride & Groom), or it can provide a casual setting with cocktail tables. If a dance floor, DJ, bridal head table, cake table, and/or additional spacing requirements 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 slideshow. The Beta Room can fit up to 56 guests (7 tables with 8 guests/table). If a dance floor, DJ, bridal head table, cake table, and/or additional spacing requirements are added, this will limit the number of tables with guests in this 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 seating. Up to 4, 60" round tables for guest seating, or 7, 36" cocktail tables can complete this quaint room. This room may be used for food serving, a cocktail hour, or as a dedicated bar area. It may also be setup with theatre style seating reserved for an intimate wedding ceremony.





Wedding Package Enhancements

- **Extra Hours** (over 10 hours) - **\$350/hour**
- **Floor Length Round Tablecloth Linens** - **\$15/tablecloth**
 - White, Ivory, Purple, or Black
- **Floor Length Rectangular Tablecloth Linens** - **\$12/tablecloth** (color selection varies)
- **Linen Napkins** - **\$5/napkin** (White, Ivory, Purple, or Black)
- **Lower Level Zeta Room** (cocktail/bar room) - **\$750 (flat fee)**
 - Approximately 1,000 ft²
 - 2 Private (Additional) Bathrooms
 - Private Built-In Bar with 8 Barstools
 - 10, 36" Square Tables & 40 Chairs; or up to 7, 36" High Cocktail Tables
 - Includes house linens for the square and/or cocktail tables
 - 50" Monitor for Cable TV or Picture Show Viewing
- **Upper Level Lambda Room** (private bridal suite) - **\$750 (flat fee)**
 - Approximately 750 ft²
 - 2 Private (Additional) Bathrooms
 - Couch Seating for 9, Bar Seating for 7, Pub Table Seating for 9
 - 50" Monitor for Cable TV or Picture Show Viewing

Lower Level Zeta Room

The gorgeous & spacious private cocktail/bar room, is completed with a beautiful built-in bar with seating for 8; and 10, 36" square intimate dining tables and/or cocktail tables. This additional 1000 ft² space is equipped with two additional bathrooms, a 50" TV monitor for a slideshow and can seat up to 40 people. It is a perfect room for a pre-dinner cocktail hour, hors d'oeuvres serving, music, or additional guest seating or entertainment.



Lambda Room



Upper Level Lambda Room - Private Bridal Suite

The beautiful private bridal suite/lounge is the perfect "get ready" space & upscale relaxation area for the bridal party (up to 20 guests). This additional 750 ft² space is equipped with couch, bar & pub-table seating, additional private bathrooms, & a 50" TV monitor. It is the perfect bridal party prep-room & escape lounge during the reception in an intimate & comfortable setting.



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, glassware, 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 \$1,000 fee will be charged. No exceptions will be made.

All caterers are responsible for providing staff, service, food, beverages, setup/cleanup, etc.

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.

Can I have both my ceremony and reception at Sigmas?

Yes! You may use the allotted hours to include both a ceremony and reception. Please keep in mind that the 10-hour rental includes all setup and cleanup/breakdown time; and additional labor fees may apply if room-flips are required.

Please be sure to communicate all logistics, including "room flips" with your caterer.

You do have the option of adding extra hours for an additional fee.

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'.

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



Commonly Asked Questions

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.

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.

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.

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).



Commonly Asked Questions (continued)

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 according to your floor plan; and will put our linen tablecloths, if rented from Sigmas, on the tables. The appropriate count of Sigmas' rented 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 an independent wedding planner.

What do you suggest for planning and coordination of our wedding?

We strongly 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.



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.

The package price of \$2250 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.

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

If a caterer is chosen that is not on Sigmas' Preferred Catering List, a flat fee of \$1000 (+ 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 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 Wedding 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 Wedding 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 Wedding 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 wedding.

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.