The Heinz History Center
is a Unique & Historic Venue for Meetings & Events
Imagine the possibilities!

Rehearsal Dinners • Wedding Ceremonies • Wedding Receptions • Wedding Brunches
Corporate Events • Black Tie Galas • Themed Cocktail Receptions • Team Building Scavenger Hunts
Seminars • Lectures • Awards Banquets • Convention Hospitality • Fundraisers • Press Conferences
Luncheons • Trade Shows • Family Celebrations • Bar & Bat Mitzvahs • Proms • Reunions

Our non-traditional atmosphere, central location, exciting exhibitions, imaginative, professional staff, commitment to customer service, competitive rental rates and extraordinary food and beverage service by Common Plea Catering
www.commonplea-restaurant.com are just some of the reasons to consider the Heinz History Center for your next meeting or event.

In addition to enjoying the event that you plan for them, your guests are welcome to explore our museum exhibitions that showcase our region’s rich cultural and industrial history including Pittsburgh: A Tradition of Innovation, the Western Pennsylvania Sports Museum, Special Collections, Heinz 57, Glass: Shattering Notions, From Slavery to Freedom, Clash of Empires as well as community and Smithsonian traveling exhibitions. Our web site features descriptions of current and future exhibitions. www.heinzhistorycenter.org

We hope you find the following Event Rental Information helpful—many of your questions will be answered as you read through the document. Please call or send an email if you have any additional questions, if you’d like to check availability or if we can schedule an appointment. We welcome the opportunity to meet with you, give you a tour and suggest possibilities for your event.

Thank you for considering the Heinz History Center. All rental revenue and a percentage of the catering revenue directly benefits the Heinz History Center, its exhibitions, programs and the preservation of our collections for future generations to come. We look forward to meeting with you soon!

Best regards,

Maura L. Minteer
Maura L. Minteer
Director, Event Department
412-454-6435
mlminteer@heinzhistorycenter.org

Cara Bull-Trombold
Cara Bull-Trombold
Senior Event Coordinator
412-454-6431
cbtrombold@heinzhistorycenter.org

Daniella A. Greeman
Daniella A. Greeman
Event Coordinator
412-454-6356
dagreeman@heinzhistorycenter.org
**EVENT RENTAL RATES AND SERVICE CHARGES**

* Admission to exhibits is included with all daytime rentals. Many exhibits may be included in evening rentals for a fee.

<table>
<thead>
<tr>
<th>LOCATION /SERVICE</th>
<th>FEE</th>
<th>TIME PERIOD</th>
<th>ADDITIONAL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Facility-All Rental Locations-All Exhibits- Exclusive Use</strong>&lt;br&gt;No other rental events will be booked in any History Center location during your full facility exclusive use rental. All exhibits open. Only available after 5:00pm. Includes dance floor and chiavari chair upgrades: Full Facility with a wedding ceremony:</td>
<td>$9,500</td>
<td>Five hours or less</td>
<td>$1,000 per hour</td>
</tr>
<tr>
<td>1st floor Great Hall&lt;br&gt;Only available after 5:00pm:</td>
<td>$3,800</td>
<td>Five hours or less</td>
<td>$1,000 per hour</td>
</tr>
<tr>
<td>Great Hall when added to a Mueller Center rental event:</td>
<td>$2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th floor Mueller Event Center and Deck</td>
<td>$3,800</td>
<td>Five hours or less</td>
<td>$1,000 per hour</td>
</tr>
<tr>
<td><strong>Wedding Ceremony</strong>, when held in the reception location, includes a one-hour rehearsal the day before, in an available location, up to an hour for ceremony, and the additional staff required for the quick turn-over time to re-set the room for the dinner reception:</td>
<td>$1,500</td>
<td>Includes one-hour rehearsal, one hour or less for ceremony</td>
<td>N/A</td>
</tr>
<tr>
<td>3rd floor Discovery Multipurpose Room</td>
<td>$1,500</td>
<td>Five hours or less</td>
<td>$200 per hour</td>
</tr>
<tr>
<td>3rd floor Weisbrod Kitchen Classroom</td>
<td>$1,000</td>
<td>Five hours or less</td>
<td>$200 per hour</td>
</tr>
<tr>
<td>4th floor Campbell Gallery&lt;br&gt;Only available after 5:00pm:</td>
<td>$1,600</td>
<td>Five hours or less</td>
<td>$200 per hour</td>
</tr>
<tr>
<td>When added to Mueller or Great Hall rental:</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th floor Library &amp; Archives Conference Room</td>
<td>$800</td>
<td>Five hours or less</td>
<td>$100 per hour</td>
</tr>
<tr>
<td><strong>6th floor Library and Archives Reading Room</strong>&lt;br&gt;Limited Availability: Sunday, Monday and Tuesday, day or evening. Wednesday through Saturday after 5:30pm only:&lt;br&gt;To protect our collections, food and beverage is only permitted in the Library and Archives Foyer.</td>
<td>$2,500</td>
<td>Five hours or less</td>
<td>$200 per hour</td>
</tr>
<tr>
<td>7th floor Conference Room&lt;br&gt;When added to a Boardroom rental:</td>
<td>$800</td>
<td>Five hours or less</td>
<td>$100 per hour</td>
</tr>
<tr>
<td>7th floor US Steel Foundation Boardroom&lt;br&gt;Daytime rental: After 5:00pm:</td>
<td>$1,000</td>
<td>Five hours or less</td>
<td>$150 per hour</td>
</tr>
<tr>
<td><strong>Dance Floor</strong>&lt;br&gt;includes installation and removal:</td>
<td>$1,070</td>
<td>21’ x 27’</td>
<td>(tax incl.)</td>
</tr>
<tr>
<td><strong>Chair Upgrade</strong>&lt;br&gt;Mahogany Chiavari Chairs with cream colored seat pad, includes delivery, set up and removal:</td>
<td>$7.49</td>
<td>Per chair</td>
<td>(tax incl.)</td>
</tr>
<tr>
<td><strong>Hanging Banners</strong> or other items requiring a lift, ladder and staff—charges will be determined by the Event Production Manager:</td>
<td>$300-$1,000</td>
<td>Minimum</td>
<td></td>
</tr>
<tr>
<td><strong>Storage Overnight</strong>&lt;br&gt;Not recommended. All items not removed immediately after event will be removed from rented location &amp; stored. Charges will be determined by the Production Manager based on the staff required to move items from the rented location to the loading dock and to be on site for load out.</td>
<td>$500</td>
<td>Minimum per day</td>
<td></td>
</tr>
<tr>
<td><strong>Cleaning Charge</strong>&lt;br&gt;Assessed if more than usual cleaning is required to restore the rented location to pre-event conditions:</td>
<td>$500</td>
<td>Minimum</td>
<td></td>
</tr>
</tbody>
</table>

*Most events will not require additional cleaning.*

**Event Rental on a holiday is increased 25%. Event rental on a holiday weekend is increased 10%.**
RENTAL LOCATION DESCRIPTIONS

A **Full Facility Exclusive Use Rental** means that the entire Heinz History Center including every meeting and event location and all exhibits on all floors are reserved for your use and your use only. No other group will be permitted to use or rent any location, whether or not you choose to utilize every location for your event. Perfect for large welcome receptions for convention attendees, being within walking distance of the Convention Center, and other events that would benefit by having multiple unique locations, creative food and beverage service and activities for large groups entertaining 600-3,000 guests. Also recommended for a wedding couple using multiple locations, upgrades included! Only available after 5:00pm.

The **1st floor Great Hall** is the premiere Heinz History Center location. Framed by vintage vehicles including a Conestoga wagon, an antique Fire Engine, a Stainless Steel Ford, the Heinz Hitch and an antique Trolley, the Great Hall is a wonderfully memorable venue for celebrating any historic occasion. Originally part of the Chautauqua Lake Ice House, the Great Hall features a two-story grand staircase, perfect for making your grand entrance, high, vaulted brick ceilings and the original steel beams. For a dinner event that includes an area for dancing, it graciously seats 150 – 180. It can be intimately set for 50 guests yet can accommodate as many as 220 seated banquet style when no dancing is planned. For a cocktail reception, we can accommodate 40-400 guests. The Great Hall is available for rental events after 5:00pm.

The **5th floor Mueller Center** is a beautifully appointed, traditional ballroom featuring a wall of windows and a 15’ x 135’ outdoor deck with a view of the river directly in front and a view of the city to the left. The sunsets seen from the deck are just spectacular. For a banquet or dinner party, it seats up to 300 comfortably leaving room for a rented dance floor. We can seat 350 if dancing is not planned. Theatre-style, we can seat maximum 600 with a stage and screen(s) set up. Classroom or seminar-style we can accommodate 100- 350. Sound system, stage, some basic stage lighting and wifi are included.

The **3rd floor Discovery Room** has limited availability because of its use by History Center Group Tour Programs, Family Programs and other in-house educational presentations and seminars. Available for some weekday, evening and weekend events, this is an economical choice for a meeting, break-out session, birthday party, holiday party and other events hosting 60 – 120 guests seated banquet style or 150 for a cocktail reception or theatre-style seating.

The **3rd floor Weisbrod Kitchen Classroom** is a beautifully appointed full kitchen complete with the appliances, technology and equipment to present and record a state of the art cooking class or demonstration. Wired for sound, the Chef will be able to talk through the demonstration and the guests will have a stove top view of the action on the flat screen TV hanging above the stove. A Jazz Brunch with Omelet Service, Wedding and Baby Showers, Birthday Parties and Team-Building Cooking Class events are some of the programs we developed for this imaginative space that comfortably seats 30-50. This location, not being soundproof, is not recommended for a breakout space or meeting during the daytime.

The **4th floor Campbell Gallery** is a warm, intimate location for a small dinner party or a cocktail reception. As the elevator doors open on the 4th floor, a Campbell Gallery guest will see the famous Klein’s Restaurant neon sign hanging in the atrium to their right and a photo exhibit hung on brick walls around the room. There is direct access to the Special Collections (Mr. Rogers’ set is in this exhibit!), Heinz 57, From Slavery to Freedom and Glass: Shattering Notions exhibits. Though no food or beverage is permitted in the exhibits, many guests tour between cocktail hour and dinner or after their meal. This location accommodates 60 guests for a seated or buffet dinner and 100 or more for a standing cocktail reception. Available for rental events after 5:00pm.
The **6th floor Library and Archives Conference Room** is a small, quiet room with brick walls located on the same floor as the Detre Library and Archives. It is often used as a breakout session location for seminars and meetings, a meeting location for up to 24 people or as a wedding party dressing room.

The **7th floor Conference Room** is a lovely meeting space that can be rented in addition to the Mueller Center for a breakout session location for seminars and meetings or rented on its own as a meeting space for up to 24 people.

The **7th floor US Steel Foundation Boardroom** is one of the History Center’s most beautiful rental locations. Architecturally stunning, it features brick walls, hardwood floors and an incredible view of downtown Pittsburgh through its wall of windows. Guests will enjoy a truly historic experience when they are seated around Andrew Carnegie’s boardroom table. The Boardroom is impressive when used for meetings, luncheons and small dinner parties for up to 24 people.

The **6th floor Detre Library and Archives Reading Room** has limited and restricted availability. The Events Department staff will show these locations, when appropriate, by request.

### EVENT ROOM CAPACITY CHART

<table>
<thead>
<tr>
<th>EVENT LOCATION</th>
<th>CEILING HEIGHT</th>
<th>DIMENSIONS</th>
<th>USABLE AREA/ SQUARE FEET</th>
<th>STANDING COCKTAIL RECEPTION</th>
<th>SEATED BANQUET STYLE</th>
<th>CLASSROOM SEMINAR STYLE</th>
<th>THEATER STYLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Floor Great Hall</td>
<td>20’</td>
<td>52’ x 136’</td>
<td>5800</td>
<td>150 -180</td>
<td>N/A</td>
<td>275</td>
<td></td>
</tr>
<tr>
<td>5th Floor Sebastian Mueller Center &amp; Deck</td>
<td>13’</td>
<td>64’ x 96’</td>
<td>6144</td>
<td>150-350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Floor Discovery Room</td>
<td>8.5’</td>
<td>40’ x 60’</td>
<td>2400</td>
<td>70-150</td>
<td>60-120</td>
<td>120</td>
<td>150</td>
</tr>
<tr>
<td>3rd Floor Weisbrod Kitchen</td>
<td>8.5’</td>
<td>Tbd</td>
<td>Tbd</td>
<td>30-50</td>
<td>50</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>4th Floor Campbell Gallery</td>
<td>8.5’</td>
<td>40’ x 24’</td>
<td>960</td>
<td>30-100+</td>
<td>30-60</td>
<td>N/A</td>
<td>60</td>
</tr>
<tr>
<td>6th Floor L &amp; A Conference Room</td>
<td>10.5’</td>
<td>**</td>
<td>430</td>
<td>N/A</td>
<td>24</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>7th Floor Conference Room</td>
<td>8.5’</td>
<td>**</td>
<td>400</td>
<td>N/A</td>
<td>24</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>7th Floor US Steel Foundation Boardroom</td>
<td>8.5’</td>
<td>**</td>
<td>680</td>
<td>40</td>
<td>24</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Capacities listed for each room are approximate. The Events Department staff will provide a more accurate recommendation on capacities based on the event specifics.
ADDITIONAL EVENT RENTAL INFORMATION

RENTAL INCLUDES

● STAFFING: includes an experienced, professional Event Coordinator available to you during the planning process and on-site throughout the event, a Crew Chief and Event Crew to set up the location to your specifications, support your vendors, monitor the activities as planned and restore the locations to pre-event condition and a Security Officer. The Heinz History Center staff is dedicated to ensuring the success of your event!

● SET UP: guaranteed three hours prior to the event for set up and one hour after the event to complete clean up and load out. Set up times will be determined and coordinated by the Events Coordinator based on History Center hours of operation and other booked internal and rental events.

● EXHIBITIONS: access to all exhibitions at no additional charge, if the event takes place between 10:00am and 5:00pm. For events taking place after 5:00pm, the Pittsburgh: A Tradition of Innovation exhibition is available at no additional charge. There are additional fees assessed for other exhibits. No food or drink is permitted in the exhibitions.

● ASSET RENTAL: a “Rentals” fee of $10.00 per person is charged through the Common Plea Catering contract. Half, $5.00 per person, covers the rental for their assets like glassware, dinnerware, silverware, buffet props, ovens, etc. The other half, $5.00 per person, is paid by Common Plea Catering to the Heinz History Center for rental of assets stored at the History Center including furniture, equipment and stage and it pays for the staff required to set it up and take it down. Inventory includes:

- 50 - 8’ x 2 ½’ banquet tables
- 12 – 72” square tables that seat 12
- 25 - 72” round tables that seat 10
- 36 - 60” round tables that seat 8
- 16 - 48” round tables that seat 6
- 20 - 31” metal café tables, 100 matching chairs, Great Hall & Campbell Gallery only
- 20 -30” cocktail tables, tall or short
- 20 -24” cocktail tables, tall or short
- 25 -Easels
- 600 - Banquet chairs, seafoam green with black frame
- Basic sound system, lectrern with microphone, small stage.

● UPGRADES: the following items are not included in ASSET RENTAL:

- 21’ x 27’ dance floor ($1,000 plus tax)
- Mahogany Chiavari Chairs with cream colored chair pads ($7.00 plus tax each)
- Uplights ($25.00 plus tax per light)
- Centerpiece Pin-spotlights ($20.00 plus tax per light)
- Twinkle Lights ($50.00 plus tax per pillar)
- Multipurpose Room or Conference Room A/V Package -small projector, pull down screen, small sound system, laptop. ($350.00 plus tax)
- Great Hall or Mueller AV Package- large wide screen, wide screen format projector, laptop, sound. ($800.00 plus tax). Technician available by request.

COMMON PLEA CATERING, INC.— EXCLUSIVE CATERER

The History Center is pleased to provide a superb dining experience for our event clients through our exclusive caterer, Common Plea Catering, Inc. Owners John and Donna Barsotti, Event professionals Maggie Gooch, Martin Vecellio, Denise Gnipp, Stacy Stoller, Alise Watson, Maria Rotunda and Brittany Catherman along with their imaginative kitchen team directed by Executive Chef Adam Gooch, promise to live up to your highest expectations. Operating from their catering facility in Pittsburgh’s Strip District, they are staffed and equipped to prepare and serve the most sophisticated dining experience from the largest galas to the smallest dinner parties. Please contact Common Plea Catering directly at 412-281-5140 www.commonplea-catering.com
All food and beverage, including alcohol, must be arranged with Common Plea Catering and costs are in addition to above quoted rental rates and billed separately by Common Plea. The History Center Events Coordinator assigned to your event will work very closely with you and the event planner from Common Plea Catering to design, create and manage all aspects of your event.

We have what is called an “off-premise catering” situation. This means that without someone renting our location, there are no servers, bartenders, chefs or any food or alcohol on site. You will notice that it is priced differently than a restaurant or hotel because we need to bring in everything for the meal including all the people to staff the event, cook, wash dishes, etc.

The menu items are prepped at Common Plea’s catering facility in the Strip District and finished in our History Center fully equipped kitchens. Based on the average amount spent on corporate dinner parties, you will likely spend between $130.00-$190.00 per person, and for weddings between $160.00 and $200.00, depending on your menu choices, for food, liquor, tables, chairs, plates, glasses and silverware, servers, bartenders, kitchen staff, banquet/event manager, service charges and taxes. Cocktail parties and other types of events are individually created and harder to estimate cost-wise but Common Plea staff will be able to work with you to design a menu and prepare a quote. For more specific information about catering costs and services, it is best to call Common Plea Catering directly at 412-281-5140.

**DONATED ALCOHOL IS NOT PERMITTED**
The Common Plea is the only licensed authority to sell and serve liquor for consumption on the premises. Therefore, by law, liquor is not to be donated or otherwise brought in to the Heinz History Center from any unauthorized source. We reserve the right to refuse service to any guest that appears to be under age without legal identification, or appears to be intoxicated.

**LINEN RENTAL**
Mosaic is our preferred vendor. They can be reached at 412-562-2800 [www.partymosaic.com](http://www.partymosaic.com)

The History Center has a limited number of standard black linen for events. It rents for $25.00 plus tax per table.

**EVENT ENHANCEMENTS**

- **Live Music** enhances an event like a soundtrack enhances a movie. Our Events Coordinators are happy to recommend professional musicians, bands and entertainment companies. A preferred vendor list is available upon request.

- **Scavenger Hunts** can provide entertainment for an event as well as provide a team-building activity for corporate meetings for an additional $5.00/person plus tax. Individualized for each group, a ½ hour to an hour-long scavenger hunt sets teams running through each of the History Center exhibits finding answers to a list of questions (with plenty of hints), participating in fun physical activities in the Sports Museum and having a great time.

Your event guests will find exceptional books, gifts, jewelry, sports merchandise, videos, artwork and more in the History Center Museum Shop. For a fee of $250.00, the Museum Shop will remain open for 2 hours during your event. Contact the Museum Shop Manager at 412-454-6374 for gift ideas for your guests or to purchase gift certificates, novelties and prizes. We recommend a Pittsburgh coffee mug stuffed with a Steelers’ Terrible Towel, a book on understanding and speaking *Pittsburghese* and a Heinz Pickle Pin! Our web site E-Store offers an online shopping option.

**INSURANCE REQUIREMENT**
The Heinz History Center and Common Plea Catering have insurance coverage. All rental events require insurance. The Licensee must provide proof of insurance coverage naming the Heinz History Center as an additional insured, on their personal property in and about the rented locations within the History Center as well as for liability insurance to protect themselves against claims of the Licensee’s guests, invitees and vendors in and about the rental area. The standard amount of liability is $1,000,000 and is usually provided by the Licensee’s insurer as an addendum to a corporate or homeowner’s policy or a special one-day Special Event Endorsement. Many businesses and families with umbrella coverage, corporations and educational institutions already have acceptable liability coverage for off-site events, but must provide proof of coverage.
EXHIBITS & SECURITY
Guests may tour all available exhibits on the 1st through 5th floors for no additional charge including Pittsburgh: A Tradition of Innovation before 5p.m. No food or beverage is permitted in exhibit areas.

To open the Western PA Sports Museum, Special Collections or any Smithsonian affiliated exhibits after 5:00pm, an additional cost of $150.00-$300 is required. Additional security and/or off-duty Pittsburgh Police officers may be required for events as deemed necessary by the Events Coordinator.

Paid chaperones, 1 per every 15 - 20 children, are required for Bar and Bat Mitzvah and other family or school events hosting unsupervised children at a cost of $125.00 per chaperone for ½ hour prior to start time and until the last child has left the building. The History Center will make arrangements and all chaperones will have clearance to work with children.

OTHER VENDORS
Licensee may contract with any vendor for entertainment, flowers and plants, other decorations, photography, videography, wedding cakes, etc. We are pleased to offer recommendations upon request. All vendors must sign in and out at the Security station at the entrance to the building and load in and out at the loading dock.

PARKING
The History Center does not own or operate any parking lot but we do recommend the lots closest to our building. To make arrangements for pre-paid, post-paid or reserved parking, you can contact:

1. Beth Porter with PPG Public Parking for the 1301 Smallman Street Parking Lot, Monday through Friday, between 10:00am – 3:00pm at 412-231-5746 or via email beth@ppgpublicparking.com.
2. The 11th and Smallman Street ALCO Parking Lot managers can be reached at 412-325-6144—leave a message and they will return your call.

VALET PARKING
The Events Coordinator will offer recommendations on Valet companies. A uniformed policeman must be hired to manage traffic on Smallman Street when using valet parking for an event.

DANCE FLOOR
The 5th floor Mueller Center is carpeted. If you choose the 5th floor Mueller Center and your guests will be dancing during your event, you will need to rent a dance floor—21’ x 27’ rents for $1,000 plus tax. The Heinz History Center will make arrangements for the rental, delivery and installation. The 1st floor Great Hall and 3rd floor Discovery Room have hard surface floors and do not require a rental dance floor. No other rental location has space for dancing.

DECORATIONS
Decorations must be approved in advance.

1. Candles are permitted in glass votive holders or glass hurricanes—no exposed flame tapers or metal spring-loaded tapers permitted. Battery run faux candles are preferred.
2. Prohibited: Confetti, glitter, feathers, cotton candy, sparklers and smoke machines
3. Balloons must be weighted or in a frame and disposed of by vendors or clients at the end of the event. They may not be released outside of the building. A clean-up fee of $200.00 will be billed to the licensee if balloon decorations are left in the rented location after the event.
4. Hanging décor from the ceiling is permitted by special arrangement. A fee will be assessed.

BANNERS AND SIGNAGE
Event related banners, signage and other hanging items may be hung inside the History Center only with prior approval from the Events Coordinator. Vertical banners with dowel rods hung on Great Hall pillars, banners on free standing poles or on easels are preferred. Banners and other items may not be hung or taped to walls, windows, staircases, banisters, railings, etc. Banners that cannot be hung safely and without causing damage to the Heinz History Center will not be approved. If the Events Coordinator, through consultation with the Event Crew Chief, determines that extensive labor is required to hang banners, a fee will be assessed. Hand held signs are prohibited.
SET UP AND LOAD OUT
Set up and load out times will be determined and coordinated by the Events Coordinator based on Museum hours of operation and other events, both rental and internal. Typical set-ups require 3 hours prior to the event and one hour to clean up and load out. Additional charges, determined in advance of the event, may be assessed for early and/or extraordinary set up requests and unusually heavy power usage. All requests to add special sound, lighting or power must be approved in advance by the Events Coordinator, and once approved, must be installed by the contracted AV supplier under the direct supervision of qualified History Center Operations staff. No outside vendor may tie in to any power source, hang or otherwise install any equipment in any location without prior approval and staff supervision.

All of the licensee’s property, including items to be returned to florists, entertainers and other vendors and rented furniture must be removed from the building by the licensee or vendor immediately after the event.

All boxes must be broken down and vendor trash (floral debris, boxes, cartons, etc.) must be disposed of by the vendors, loaded out through the loading dock to the dumpsters, trash compactor or recycling dumpster prior to the event starting. Any property left overnight is considered to be left at the owner’s or vendor’s own risk and must be removed before 10:00am when the History Center opens to the public.

DELIVERIES
The History Center will accept deliveries in advance of an event and secure the boxes until the event date. The boxes must be clearly marked with the name of the Events Coordinator, the Events Department and the name and date of the event. Items delivered without identification often are delivered to the Museum Gift Shop, left in the loading dock unsecured or returned to sender if no one can identify who it should be delivered to.

Wedding toasting glasses, cake knife, alphabetized escort cards, cookies and other items for a wedding reception may be delivered the day before the wedding by making arrangements with the Events Coordinator.

Pittsburgh Traditional Cookie Tables are encouraged! Please gather all of your cookies and schedule ONE cookie delivery to the History Center. Also, mark the boxes clearly if they need refrigeration. Please ask for guidance about the quantity of cookies. Client must remove all leftover cookies and boxes at the end of the event. We recommend disposable boxes.

HOTEL & STRIP DISTRICT
We are conveniently located near the Hampton Inn, Westin Convention Center Hotel and Homewood Suites. While we don't recommend touring exhibits during wedding receptions because it takes the focus away from the couple, their guests are welcome to come in early before the event starts, to tour. They simply sign in as wedding guests at the Admissions Desk. With the convenience of the hotel, we find that the out of town guests really take advantage of this opportunity. We are within easy walking distance to the popular shopping and entertainment area referred to as the Strip District, perfect for before and after an event with unlimited choices for shopping, dining and after-parties!

EVENTS STAFF – OUR COMMITMENT
You can be assured that your money will be well spent and that the experience, service and ambiance will be everything we promise it will be. We don't simply rent you a location. The Events Department Director and Coordinators are available to you throughout the planning process offering recommendations, trouble-shooting, advice and support, as much or as little as you need. We invite you to schedule planning sessions and meetings with florists or other decor professionals in the room you are renting to be sure they provide the perfect enhancements for your event. The week before your day we contact all of your vendors to schedule deliveries and load-ins and on your event day the Coordinator, the Event Crew Chief and Crew will be on site managing every detail including the set-up, guest arrival, the event itself and the load-out.

TENTATIVE HOLDS, CONTRACTS AND DEPOSITS
As a courtesy, we are happy to hold a tentative date for your event for two weeks, giving you the first right of refusal at no financial obligation to you. This gives you some time to make a decision without losing your date to another client. We require a call from you every two weeks to either book the event, ask us to continue to hold the date or release the date for sale to another client. If we haven’t heard from you after two weeks, the date will be open for booking. We are
only able to hold a date, as long as you stay in contact with us. If, within the two week period, someone else makes a firm offer for the same date and location, we will call you and ask you to make a decision.

Once you are sure that you want to book the Heinz History Center and Common Plea Catering, we will create an agreement. We need the name and address of the person assigned as the licensee, contact names, phone, cell and fax numbers and email addresses for the people most involved in the planning, the estimated attendance, the date and start and end time of the event, and the locations to be rented. We will ask for either the full rental payment or a deposit of 50% of the rental amount due upon receipt with two copies of the signed agreement and proof of insurance. The balance will be due 60-90 days in advance of the event.

**CANCELLATION**
If you need to cancel a contracted event, the Heinz History Center will not refund any payment but will credit the deposit or full rental amount for a future event rental. The new event must be booked no later than 12 months after the cancellation.

**DISCOUNT RENTAL RATES**

10% **Non-Profit Discount**
The Heinz History Center is a non-profit organization and relies on event rental revenue and catering commissions to provide much needed support for our museum collections, exhibits and programs. We are pleased to offer a 10% discount on all location rental fees to other non-profit organizations and greatly appreciate their understanding that we cannot waive rental charges.

10% **Seasonal Discount**
We are able to offer a seasonal discount for events in January and February.

**Friday & Sunday Wedding Discount**
10% discount on the rental fee for a Friday or Sunday wedding.

**Senator John Heinz History Center Business and Industry Member Discount**
We are pleased to offer B & I Members the 10%, 15% or 20% discount benefit as specified by their specific membership agreement.