Frequently Asked Wedding Questions

● How many people can this location accommodate?
  - We can accommodate Weddings up to 325 guests depending on your room selections.

● What rooms do you suggest for a Wedding ceremony?

  *Wedding Ceremony rentals are $1,500.00 and include an hour rehearsal the evening before*
  - 1st Floor Great Hall for Weddings up to 300 guests
  - 5th Floor Mueller Center for Weddings up to 325 guests
  - 6th Floor Library and Archives for weddings 20-200 guests

● What rooms do you suggest for a Wedding Cocktail Hour?
  - 1st Floor Great Hall for weddings up to 325 guests
  - 5th Floor Mueller Deck & Foyer for Weddings up to 200 guests
  - 4th Floor Campbell Gallery for Weddings 220 or less

● What rooms do you suggest for a Wedding Dinner Reception?
  - 1st Floor Great Hall for weddings up to 200 guests
  - 5th Floor Mueller Center for Weddings up to 325 guests
  - 4th Floor Campbell Gallery for weddings up to 60 guests

● What is a Full Facility Exclusive Rental?
  - Full Facility Exclusive Rental means that the entire Heinz History Center including every meeting, event location and all exhibits 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. All chair & lighting upgrades are included.

● Is there a room available for the wedding party before the ceremony/cocktail hour?
  - Yes, we provide a room free of charge for the wedding party.

● Are there any available discounts?
  - 10% Room rental discount for Friday and Sundays, except on holiday weekends.
  - 10% Seasonal Discount in January & February
  - 10% Year round, Military Discount for active Military
● **What is the booking process?**
  - As a courtesy, we are happy to hold a tentative date for your event up to two weeks, giving you the first right of refusal at no financial obligation to you. Once you are sure that you want to book the Heinz History Center and Common Plea Catering, we will create an agreement. At the time of booking, we ask for a signed contract and a deposit of 50% of the rental amount. The balance will be due 3 months in advance of the event along with the proof of event insurance.

● **What’s the cancellation policy?**
  - All payments made to the History Center are non-refundable. When cancelling a contracted event, your deposits can be credited to a future event held within a year or counted as a tax-deductible donation.

● **Is the site handicap accessible?**
  - Yes, the venue exceeds ADA guidelines for accessibility.

● **How long will I have use of the event space(s) I reserve? Can I extend my event?**
  - Our event rentals are based upon a 5-hour rental, with an additional 3-hour set up time prior to the event start time. You may extend your rental for an additional $1,000.00 per hour.

● **Are there any time restrictions?**
  - 5th Floor Mueller Center & Deck is available for daytime & evening rentals, All other Wedding venue spaces are available after 5:30pm for booking due to our normal operating business hours.

● **Are there decoration guidelines/restrictions?**
  - Prohibited: Confetti, glitter, feathers, popcorn, cotton candy, sparklers and chemical based smoke machines. You may have popcorn as an exit gift and sparklers outside for a send-off.
  - 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.
  - 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.
  - Hanging décor from the ceiling is permitted by special arrangement. A fee may apply.
• **What time can my vendors start setting up on the day of the wedding?**
  ▪ The History Center will set up three hours prior to your start time. The History Center Event Coordinator will coordinate load in & out times with vendors.

• **Is it possible to start the setup the day before?**
  ▪ We are unable to set up the day before except for the 5th Floor Mueller Center. If you would like this option it is an additional cost & must be booked with your coordinator.

• **How early can deliveries be made?**
  ▪ You can drop off all your smaller items (guest book, card box, escort cards, favors, cookies and etc) anytime during your wedding week-This can be arranged with your Event Coordinator.

• **Do you provide parking?**
  ▪ We do not own our own parking lot. However, we are surrounded by parking lots that cost roughly $5.00-$12.00 per car depending on what is happening in the city.
  ▪ You can pre-arrange your guest’s parking, provide valet parking or shuttle service. The Event Coordinator can provide you with the information on who you can contact for these services.

• **Do you provide a coat check service?**
  ▪ We have a Coat Room & Portable Coat Racks available. Common Plea is able to provide Coat Check services for you.

• **Are there restrictions on what kind of music I can play, or a time by which the music must end? Can the venue accommodate a DJ or live band?**
  ▪ No restrictions, you are welcome to hire a DJ, a live band or both. We have a list of suggested vendors if you need a starting point in your research.

• **Do you offer on-site coordination?**
  ▪ Yes, the Events Department Director and Coordinators are available to you throughout the planning process offering recommendations, troubleshooting, advice and support, as much or as little as you need. Your Wedding coordination includes the creation of your timeline, custom floorplans, staging of first looks, vendor coordination, placement of personal décor, cookie table organization, and multiple planning appointments. In addition, our Events Productions Manager & Crew will be on site managing ever detail including set up, guest arrival, the event and load out!
● Are our guests welcomed to tour the museum during our wedding?
  ▪ We invite your guests to tour the museum free of charge the day of your wedding. The museum opens at 10am and your guests can tour until you wedding ceremony or cocktail hour starts.

● Do you provide security guard the night of our wedding?
  ▪ We do have 24/7 security in the building. You are not required to bring in additional security.

● Do you require proof of insurance?
  ▪ Yes, we do require that the couple or family provide proof of insurance. The Heinz History Center and Common Plea Catering have insurance coverage. 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 homeowner’s policy or a special one-day Special Event Endorsement. Many families with umbrella coverage, corporations and educational institutions already have acceptable liability coverage for off-site events, but must provide proof of coverage.

● Can I hire my own vendors or must I select from a preferred vendor list?
  ▪ Yes, you are welcome to bring in your own vendors. We do have a list of preferred vendors that we can provide upon request. However, you are required to use our Exclusive vendors, Common Plea Catering for all food and beverage and Mosaic for linen.

● Can you tell me more about Common Plea Catering?
  ▪ 412-281-5140 | www.commonplea-catering.com
  ▪ 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 with their imaginative kitchen and events team promise to live up to your highest expectations. Operating from their catering facility in Pittsburgh’s Strip District, they are equipped to serve the most sophisticated dining experience to you and your wedding guests. Average costs associated with catering for cocktail hour and reception food, bar packages, rentals, staffing and administration fees range from $160.00-$200.00 per person.
• **Cakes & Cookie Tables?**
  - You are permitted to order your cake from any bakery you’d like.
  - You are permitted to have a cookie table, cookie drop off can be scheduled with your coordinator
  - Please check with Common Plea Catering for fees including cake cutting services and cookie table assembly (412-281-5140)

• **Do I provide the alcohol or does the catering company?**
  - Common Plea Catering carries the liquor license for the History Center. Common Plea will provide all of the alcohol and beverages for your wedding.
  - Please inform the bridal party members that they may not bring flasks, bottles of alcohol or coolers into the building. These items will be confiscated.

• **Do we need to remove décor items and gifts immediately after the reception?**
  - Yes, all vendors must return and all items will need to be loaded out that night.

• **Do we need to remove décor items and gifts immediately after the reception?**
  - Holiday Weekends will incur a 10% additional Room Rental Fee
  - Holiday Days will incur a 25% additional Room Rental Fee

• **What are the nearest hotels to the venue?**
  *All of the below hotels are walking distance to the History Center*

  **Homewood Suites, 1410 Smallman Street, Pittsburgh, PA 15222**
  Ask about their “After Party” option!
  Corin Giglio, Director of Sales, corin.giglio@concordhotels.com
  www.pittsburghdowntown.homewoodsuites.com

  **Hampton Inn and Suites, 1247 Smallman Street, Pittsburgh, PA 15222**
  Samantha Lumadue, 412-288-4350 or samantha.lumadue@interstatehotels.com
  Directly across the street from the History Center, free parking, free breakfast.

  **AC Hotel Pittsburgh Downtown, 1126 Smallman Street, Pittsburgh, PA 15222**
  Caitlin Martin, Sales Manager, 412-281-9300 caitlin.martin@concordhotels.com
  Rooftop Lounge for after party!

  **Westin Pittsburgh Convention Center Hotel** 1000 Penn Avenue, Pittsburgh, PA 15222
  412-560-6356 or 412-560-6364