



## Union Project Space Rental Info Sheet

### Rental Basics – All pricing subject to change. Please call or email for most up to date pricing:

- A **non-refundable** security deposit of \$100 is required to hold any date. This deposit will be deducted from the final total of your rental. All dates are first come first served. We **will not** hold a date without a deposit.
- 50% of your estimated total rental is due with a signed lease within 30 days of initial reservation and is *non-refundable*.
- Failure to submit signed lease and required deposit within the 30 period will result in forfeit of your date and initial security deposit. A new security deposit will be required to re-reserve the date, assuming it is still available.
- Final balance will be due 30 days prior to your event. Unless prior arrangements have been made, failure to pay final balance on time will result in a 1.5% late charge on the balance due per day for each day the balance due is unpaid.
- When calculating the hours needed to rent, you must account for all hours in the space from start of setup through end of cleanup.
- All events must end by 11:00pm

### Spaces:

**Great Hall:** Approximately 3,360 sq. ft. soaring neo-gothic plaster ceilings, 30 ft. tall original stained glass windows. Maximum occupancy is 300 audience style, 240 seated at tables. Please note, the Great Hall is not air conditioned and seated events in excess of 175 guests will require rental of Atrium as well.

**Atrium:** Approximately 1,735 sq. ft. semi-circular two story room. Maximum occupancy is 30 seated at tables, 45 audience style.

**Board Room:** Approximately 280 sq. ft. meeting room. Maximum occupancy is 16.

**Auditorium at the Waldorf School of Pittsburgh:** Waldorf School of Pittsburgh, formerly Victoria Hall, is a private school located at 201 S. Winebiddle Street in Friendship. The Auditorium is a beautiful space with soaring windows that flood the room with natural light. The space has a brand new, natural cork floor and has a full theatrical stage. This space can seat up to 80 guests and is perfect for small receptions, family gatherings, showers and performances. The room itself (minus the stage) is 40 ft. by 25 ft. The stage is 18 ft. by 25 ft.

Pricing Key (All pricing subject to change. Please call or email for most up to date pricing.)		
	Monday-Thursday	Friday-Sunday
Wedding	Call 412-363-4550 for info	\$3,500 for Saturdays, \$2,750 for Fridays and Sundays
Great Hall	\$75/hour	\$500/five hour block, additional hours are \$150/hour
Atrium	\$25/hour	\$120/three hour block, additional hours are \$50/hour
Board Room	\$15/hour	\$75/three hour block, additional hours are \$30/hour
Auditorium at Waldorf	Call 412-363-4550 for info	\$300/three hour block, additional hours are \$100/hour

### Wedding Rentals:

**Saturday:** \$3,500 – Hours can be spread over the day. Rental includes:

- Great Hall, Atrium, and Board Room for 10 hours
- Liquor liability insurance
- Set up/clean up
- Dance floor
- Kitchen

**Friday or Sunday:** \$2,750 – Friday rental hours from 3p – 11p. Sunday rental hours from 2p – 10p. Rental includes:

- Great Hall, Atrium, and Board Room for 8 hours
- Liquor liability insurance
- Set up/clean up
- Dance floor
- Kitchen



### Ceremony Only Rentals

**Friday, Saturday, Sunday:** \$500 – Rental includes:

- 4 hours in Great Hall only
- Includes set up and breakdown of chairs and tables
- Saturday ceremony rental must end by 4:00 pm
- Sunday ceremony rentals start at 2:00 pm

### Available amenities included in all rentals (Subject to availability)

- Dedicated Union Project Event Staff will be assigned specifically for your event.
- Six foot, rectangular banquet tables\* (33)
- Matching black stacking chairs\* (240)
- Sound system (suitable for ipod/mp3/CD, DJ, small band)
- Projector and screen

\*Availability of tables and chairs may be limited due to other events occurring in our spaces. Please inquire about availability for your event

### Additional amenities available to rent:

- Dance floor \$125 (15' x 24'). Dance floor is for use in Great Hall only and can be set up anywhere in the room.
- Kitchen prep space \$150.

### Alcohol:

You may serve alcohol for your event, however, Union Project requires you to provide Host Liquor Liability Coverage in the amount of \$1,000,000 (One Million Dollars) listing Union Project as an additional insured. If your home owner's insurance does not include this type of rider, or if you do not have homeowner's or event insurance, UP can provide it. The coverage is typically available for an additional charge of \$125, but the amount may vary depending on the type of event you are hosting.

### Other:

- On street parking is available.
- You may provide your own food or use any caterer. If you have not rented the kitchen, all food must arrive ready to serve using chaffing dishes and Sterno to keep food warm.
- There are no facilities for cooking. You may warm food only.
- Union Project does not provide linens, flatware, glasses or dishes.
- In certain circumstances, Union Project may require that you provide an off duty police officer as security for your event. It is the sole responsibility of the renter to acquire these services.
- There is no smoking allowed in the facility. All alcohol consumption must take place inside the facility.
- Union Project staff will be happy to set up & clean up for your event: **Set up and clean up** Great Hall - \$300/ Atrium \$125; **Set up only** Great Hall \$150/Atrium \$60; **Clean up only** Great Hall \$200/Atrium \$75. Set up is defined as tables and chairs arranged as designated in advance by the renter. Any decorations are the sole responsibility of the renter. Clean up is defined as anything you want to keep leaves with you and UP does all necessary clean up and rental returns following your event. **Setup/Cleanup does not cover use of the kitchen. If plates, utensils and/or glasses have been rented, it is the renter's/caterer's responsibility to rinse and return all items to their crates and cases. Sinks must be empty of all water and debris, the floor must be swept clean and garbage removed.**

*Please note: Anything left behind after your rental will be considered abandoned and donated, recycled or thrown away.*

### Decorations:

- Only latex balloons are permitted in the Great Hall. Mylar balloons (look like they're made of foil) are not permitted in the Great Hall. You will be asked to remove them. In the event that Mylar balloons are brought into the Great Hall and they escape to the ceiling, you will be charged \$300 to cover the costs of retrieving the balloons.
- No confetti or glitter of any kind is permitted in any of the spaces. Use of confetti or glitter will result in an automatic \$300 clean up fee.
- Only sticky putty may be used to adhere decorations to the walls. No nails, hooks, tape or adhesive of any kind may be used.
- Renters may not install any decorations that require a ladder to put in place.
- Nothing may be suspended from light fixtures or ceiling.