

a modern
love story.
a timeless wedding venue.



OMNI
WILLIAM PENN





Table of Contents

05.	PACKAGE	12.	HAPPILY EVER AFTER TEA
06.	COCKTAIL HOUR	13.	WELCOME RECEPTION
07.	DISPLAY ENHANCEMENTS	14.	REHEARSAL DINNER
08.	PLATED DINNER	15.	POST-WEDDING BRUNCH
09.	BEVERAGES	16.	DETAILS
10.	LATE NIGHT BITES	18.	FAQ'S

your story starts here.

Whether we're hosting your wedding reception, rehearsal dinner, bridal tea or celebratory brunch, we'll bring together the best of everything. Distinctive venues. Exceptional cuisine. Luxurious accommodations. Legendary service. It all comes together to ensure your event is truly sensational. Omni William Penn Hotel's experienced wedding team will be here for you every step of the way — partnering with your wedding coordinator from your first planning meeting to your final toast, so you can focus on what matters most — making memories that last a lifetime.



over
100 years of
enchanted weddings.

Bring timeless elegance to your wedding at Omni William Penn Hotel. Since 1916, this exquisite downtown landmark has been part of the fabric of Pittsburgh, hosting weddings and celebrations in gilded splendor. Your guests will be awed by the lovingly restored details, from the lobby's sparkling 12-foot crystal chandeliers to the 597 charming guest rooms with city views.

Four distinct event spaces allow couples to design a wedding that suits their personal style. For a classic celebration, the William Penn Ballroom offers a dramatic entrance with 10 glittering chandeliers and a layout perfect for dinner and dancing. Art Deco enthusiasts may be drawn to the Urban Room, a stunning space wrapped in black Carrara Glass, hand-painted murals, and anchored by a dramatic sunburst chandelier. With so much beauty to behold, weddings at the “Grande Dame of Pittsburgh” are sure to impress.





Package.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

DETAILS

To include:

- One hour cocktail reception with a selection of five passed hors d'oeuvres
- Two-course plated dinner
- 4-hour open bar – deluxe bar tier
- Complimentary cake cutting
- Sparkling wine toast
- Tableside coffee service
- Specialty floor-length linens
- Bridal party holding room for the duration of the event
- Complimentary tasting for up to four guests
- Complimentary suite on the night of the wedding
- Discounted room block rates
- Luxury welcome amenity
- Earn Omniversary On Us points towards free stays, up to 5 nights.

CEREMONY FEE

Prices starting at \$2,000

To include

Setup of banquet chairs, riser, microphone & audio for officiant

Cocktail hour.

One hour of passed hors d'oeuvres and one-hour deluxe brand open bar.
Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

PASSED HORS D'OEUVRES

Select 5

Caprese canapé, Gournay cheese, heirloom cherry tomatoes, parsley, crostini

Harvest bruschetta, roasted root vegetables, arugula pesto, goat cheese, focaccia toast

Hummus, balsamic roasted vegetables, chives, phyllo cup

Bay scallop ceviche spoon, shallots, lemon, bell peppers, micro cilantro

Tuna poke, spicy aioli, seaweed salad

Torched brie, apple chutney & balsamic glaze on bruschetta

Peppered beef carpaccio, garlic crostini, horseradish crème, baby greens

Pastrami spice salmon, apple, fennel on blini

Macaroni & cheese croquette

Fried artichoke & goat cheese beignet

Buffalo chicken spring roll, blue cheese ranch dip

Port wine meatball skewer

Shrimp tempura, soy, sesame, lemon, yum yum sauce

Hazelnut crusted chicken satay, dijon dip





Display enhancements.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

LOCAL ARTISAN CHEESE & CHARCUTERIE

\$36 PER PERSON

Prosciutto de parma, Pennsylvania Macaroni Co. mild soppressata, peppered genoa salami, triple crème brie, wisconsin cheese curds, spicy pepper jack, marinated olives, artichoke hearts, roasted hot peppers, flatbread assortment, crackers

MEDITERRANEAN MEZZE

\$36 PER PERSON

Assorted pita, hummus, marinated feta, marinated artichokes, olives, roasted peppers, chili chickpeas, pepperoncini, sumac roasted eggplant

WILLIAM PENN SUSHI DISPLAY

\$27 PER PERSON

Based on one piece of each per person

Tuna | spicy mayo, fried shallots, chives
Salmon | sesame seeds, ssamjang, toasted garlic
Avocado cucumber | cilantro aioli

Soy sauce, pickled ginger, wasabi, chopsticks

Plated dinner.

Two course plated dinner and three-hour deluxe brand open bar.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

FIRST COURSE

Select 1

Baby green lettuce salad | sweet gem lettuce, shredded carrots, watermelon radish, cucumber, cherry tomato, sunflower seeds, roasted shallot dressing

Arugula | pears, pecans, goat cheese, dates & parmesan citrus vinaigrette

Field greens | Belgian endive, grape tomatoes, balsamic vinaigrette, Boursin crostini

SECOND COURSE

Select 2

Third choice of additional entrée | \$8 per person, highest priced entrée to be set as per person price for all

CHICKEN

Airline chicken breast | rosemary & thyme brine, honey glazed carrots, roasted garlic potatoes, Chardonnay cream sauce
\$165 per person

Panko parmesan fried chicken breast | root vegetable medley, spinach & ricotta orzo, basil pesto cream
\$165 per person

SEAFOOD

Tajin Atlantic salmon | tomato & corn relish, roasted cauliflower, quinoa pilaf, charred lemon emulsion
\$170 per person

Plancha seared halibut | braised endive, court bouillon poached fingerlings, green beans almandine, citrus beurre blanc
\$175 per person

BEEF

Boston cut striploin | red skinned & sweet potato hash, shallot butter broccolini, bordelaise sauce
\$185 per person

Filet mignon | chive mashed potato, squash succotash, mushroom & horseradish jus
\$190 per person

DUO PLATES

Slow cooked short rib with braising jus & jumbo lump crabcake with lemon caper sauce | dauphinoise potato, roasted beets and brussels sprouts, apple radish slaw
\$195 per person

Gruyère crusted filet of beef with red wine jus & Chilean sea bass with citrus butter | truffle & parmesan risotto, roasted garlic asparagus, tomato cilantro pico
\$200 per person

VEGETARIAN OPTIONS

Roasted vegetable tower | quinoa pilaf, basil pesto^{gf}

Ratatouille tart | eggplant, seasonal squashes, tomatoes, fresh herbs, flaky pastry
Substitute for selected entrée, to be priced the same as selected entrée

DESSERT

Your wedding cake by any approved vendor
Complimentary cake cutting

COFFEE & TEA SERVICE TABLE SIDE

Freshly brewed coffee & imported tea





Beverages.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

DELUXE BAR

4 Hours

Four hour open bar – deluxe brands, included in package

Vodka | Absolut
Gin | Beefeater
Rum | Bacardi
Bourbon | Old Forester
Scotch | Johnnie Walker Red Label
Tequila | Milagro Silver
Cognac | Hennessy VS
Wine | Selection of house red, rosé & white
Beer | Assorted imported & domestic beers
Seltzers | Assorted
Soda | Coke, Coke Zero, Diet Coke, Sprite
Non-alcoholic | Heineken 0.0
Water | San Pellegrino

Deluxe bar extension, 1 Hour: **\$16 per person**

DELUXE BAR ENHANCEMENTS

Wine service with dinner (1 hour): **\$12 per person**
Sparkling wine bar enhancement: **\$4 per person**
Aperol spritz bar enhancement: **\$6 per person**
Espresso martini bar enhancement: **\$8 per person**

ULTRA BAR

4 Hours

Four hour open bar – ultra brands, upgrade

Vodka | Tito's
Gin | The Botanist
Rum | Sailor Jerry
Bourbon | Maker's Mark
Scotch | Monkey Shoulder
Tequila | Patrón Silver
Whiskey | Seagram's VO, Bulleit Rye
Wine | Selection of Decoy by Duckhorn red, rosé & white
Beer | Assorted imported & domestic beers
Seltzers | Assorted
Soda | Coke, Coke Zero, Diet Coke, Sprite
Non-alcoholic | Heineken 0.0
Water | San Pellegrino

Ultra bar upgrade: **\$8 per person**

Ultra bar extension, 1 Hour: **\$25 per person**

Late night bites.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

COMFORT FOOD

Select 4

Miniature Philly cheesesteak
Miniature grilled cheese, tomato soup
Truffle macaroni & cheese
Sweet potato fries
Fried onion rings
Miniature gourmet sliders, black bean, black angus, gourmet toppings
\$34 per person

PIZZA BASH

Select 3

Goat cheese, artichoke, black olive, prosciutto
Spicy pepperoni, sweet sausage, meatball
Three-cheese
Nashville hot chicken
Margherita | tomatoes, fresh basil, mozzarella, garlic
\$25 per person

PUB GRUB STATION

Select 3

Breaded chicken fingers, honey mustard
Buffalo wings, blue cheese dressing, celery
Tortilla chips, salsa, guacamole
Mozzarella cheese sticks, spicy tomato sauce
Fried calamari, peppers
\$27 per person

FRENCH FRY STATION

Idaho and sweet potato fries
Fry spices | ranch, seasoned salt, cajun cheddar cheese, malt vinegar, ketchup
lemon pepper mayonnaise
\$15 per person

TATER TOTS A LOT

Spicy cajun beef, chili con queso, cheddar, jalapeños, salsa, guacamole, sour cream
\$15 per person

PRANTL'S MINI DESSERT DISPLAY

Cannoli
Thumbprint cookies
Whoopie pies
Brownies
Mini cupcakes
PB Jr. pastry
Toasted almond jr. pastry
Carrot cake jr. pastry
Snowball jr. pastry
Chocolate sour cream jr. pastry
White chocolate raspberry jr. pastry
Select 5 | \$27 per person
Select 6 | \$32 per person
Select 7 | \$37 per person





Additional fees.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

REQUIRED FEES

Bartender: **\$200 each, 1 for every 75 guests**
Bartender extension, one hour: **\$25 per bartender**
Chef attendant: **\$200 each, 1 for every 50 guests, if needed**
Power drop 1 (DJ): **\$125 plus taxes & service charge, Pinnacle Live to quote separately**
Power drop 2 (Band): **\$225 plus taxes & service charge, Pinnacle Live to quote separately**

ADDITIONAL FEES

Chiavari chair upgrade: **\$10 per chair**
Pinnacle AV services, if needed
Coat check: **\$200 per attendant**
Children's package (12 & under) : **\$60 per child**
Young adult package (aged 13-20): **Price to exclude alcohol**
Plated vendor meal: **\$50 per person**

COOKIE PLATING

Hotel cookie table plating fee: **\$500 plus taxes & service charge** to include tiered plating of provided cookies. All cookies must be packaged & labeled with specific instructions; if not, cookies will be plated as is. (8 cookies max per person)

HOTEL PREFERRED COOKIE TABLE VENDOR

Here for the Cookie Table
412-770-6608
hereforthecookietable@gmail.com

The happily ever after tea.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

THE ROYAL TEA

Your choice of tea
Your choice of cocktail, Kir royale or mimosa

FINGER SANDWICHES

Cucumber, cream cheese & radish
Egg salad & watercress
Open-face smoked salmon & dill

PASTRIES

Macarons
Petits fours

SCONES

Classic cream scones
Lemon blueberry scones
Accompaniments | clotted cream, raspberry preserves
& orange marmalade
Sliced fruit & berries

\$60 per person

THE MAD HATTER TEA

For children 12 years & younger

Turkey & cheese croissants
Peanut butter & jelly sandwiches
Nutella & marshmallow fluff sandwiches
Chocolate chip cookies
Mini cupcakes
Hot cocoa, cold milk, or organic vanilla rooibos tea

\$30 per person





A toast to the big day welcome reception.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

PASSED BITES

Select 3

Applewood-smoked bacon-wrapped chicken & pickled jalapeño brochette
Southern fried chicken skewer, Mike's hot honey
Hawaiian coconut shrimp, pineapple rum sauce
Tuna poke, spicy aioli, seaweed salad
Caprese skewer, basil mayo
Shrimp & pineapple tostada, cauliflower crisp

DISPLAY STATION

Select 1

Mediterranean Mezze
Assorted pita, hummus, marinated feta, marinated artichokes, olives, roasted peppers, chili chickpeas, pepperoncini, sumac roasted eggplant

Local artisan cheese & charcuterie
Prosciutto de parma, Pennsylvania Macaroni Company mild soppressata, peppered genoa salami, triple cream brie, Wisconsin cheese curds, spicy pepper jack, marinated olives, artichoke hearts, roasted hot peppers, flatbread assortment, crackers

2 HOUR OPEN BAR - DELUXE BRANDS

Vodka | Absolut
Gin | Beefeater
Rum | Bacardi
Bourbon | Old Forester
Scotch | Johnnie Walker Red Label
Tequila | Milagro Silver
Cognac | Hennessy VS
Wine | Selection of house red, rosé & white
Beer | Assorted imported & domestic beers
Seltzers | Assorted
Soda | Coke, Coke Zero, Diet Coke, Sprite
Non-alcoholic | Heineken 0.0
Water | San Pellegrino

\$90 per person

A toast to the big day rehearsal dinner.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

SALAD STATION

Select 2

Panzanella salad | arugula, roasted vegetables, focaccia

Caprese salad | arugula, fennel, heirloom tomatoes, bocconcini, basil pesto, balsamic vinaigrette

Berry salad | arcadian mix, berries, goat cheese, fennel pollen granola, honey & shallot vinaigrette

CARVING STATION

Select 2

Prime rib | au jus, horseradish sauce, silver dollar rolls

Garlic & rosemary rack of lamb persillade | tawny port wine & fig lamb jus, mint jelly

Salmon coulibiac | wild salmon, garlic spinach, mushroom duxelles & rice wrapped in puff pastry, crab shack mustard, dill lemon aioli

ACCOMPANIMENTS

Select 2

Four-cheese cavatappi bake

Herb & parmesan risotto

Roasted fingerling potatoes, garlic & herbs

Roasted vegetable medley | cauliflower, broccolini, peppers, zucchini

Charred peppers & green beans

DESSERT DISPLAY

Pranti's almond minis & cupcakes

2 HOUR OPEN BAR - DELUXE BRANDS

Vodka | Absolut

Gin | Beefeater

Rum | Bacardi

Bourbon | Old Forester

Scotch | Johnnie Walker Red Label

Tequila | Milagro Silver

Cognac | Hennessy VS

Wine | Selection of house red, rosé & white

Beer | Assorted imported & domestic beers

Seltzers | Assorted

Soda | Coke, Coke Zero, Diet Coke, Sprite

Non-alcoholic | Heineken 0.0

Water | San Pellegrino

\$130 per person





Let's keep the celebration going.

Brunch buffets include freshly brewed Stance regular and decaffeinated coffee, assorted Numi hot teas, orange, grapefruit, cranberry juices and pomegranate & berry refresher.

Prices are subject to 24% taxable service charge and 7% sales tax. All menus and prices are subject to change.

BRUNCH BUFFET

\$66 per person

SALADS

Select 2

Kale salad | five grains, blueberries, cranberries, carrots, field berry vinaigrette
Pasta salad | grape tomatoes, bocconcini, basil pesto, extra virgin olive oil
Baby spinach salad | almonds, strawberries, shaved onion, granola & yogurt poppy-seed vinaigrette

ENTRÉES

Select 2

Scrambled eggs | chives, cheddar, salsa
Egg white frittata | spinach, mushrooms, roasted peppers
Forest ham & cheddar egg soufflé
Herb-crusted salmon | dill & lemon butter
Panko-crusted chicken | roasted shallot Boursin cream

BREAKFAST MEAT

Select 2

Applewood-smoked bacon
Pork sausage
Turkey sausage
Apple chicken sausage
Canadian bacon

POTATOES

Select 1

Hash browns
Home fries | russet potatoes, caramelized onions
Skillet potatoes | paprika butter
Cheddar pommies

GRIDDLE

Select 1

Toad in a hole | sausage, smoked cheddar, thyme
Grand Marnier french toast | warm maple syrup, whipped cream

MADE-TO-ORDER OMELET

Eggs | egg whites, applewood-smoked bacon, diced ham, mushrooms, spinach, scallions, tomatoes, peppers, cheddar

Culinarian fee: **\$200 per attendant (1 per 50)**

DESSERTS & PASTRIES

Coffee cake
Chocolate hazelnut layered crêpe
Citrus layered crêpe
William Penn Cheesecake, raspberry sauce

BUILD YOUR OWN BLOODY MARY & MIMOSA BAR

Alcohol | Absolut vodka, sparkling wine
Juice | grapefruit, orange, tomato
Condiments | celery, bacon strips, pickle spears, lemons, limes, pearl onions, blue cheese stuffed olives, cheese squares, fresh mint, strawberries, raspberries & blueberries
Salts, sauces & powders | Old Bay, celery salt, freshly ground pepper, kosher salt, clam juice, Tabasco, Cholula hot sauce, Worcestershire

First two hours: **\$24 per person**

Upgrade vodka to Tito's: **\$4 per person**

Upgrade vodka to Grey Goose: **\$6 per person**

Upgrade sparkling wine to Moët: **\$112 per bottle**

Details.

Your wedding day should be as seamless as it is unforgettable. To help you plan every detail with ease, we've outlined important information about our services, policies & offerings below.

PLANNING & SUPPORT

To make your wedding planning experience seamless and stress-free, we've gathered the following details to guide you through the process. If you have any questions along the way, your dedicated catering representative is always here to help.

SERVICE CHARGES & TAXES

All menu pricing is subject to the current taxable service charge and sales tax — presently 24% service and 7% sales tax.

FOOD & BEVERAGE MINIMUM

A food and beverage minimum is required for all weddings and is determined by your selected event space. Minimums may vary based on the day of the week and your chosen date.

DEPOSIT & PAYMENT SCHEDULE

Your deposit is calculated based on your contracted food and beverage minimum. A 20% deposit — including any ceremony fees — is due with your signed catering contract. Finalized, signed banquet event orders to confirm event and menu details are due seven (7) business days prior to your event. Menu changes made afterward are subject to availability and may incur additional costs.

Final payment of all estimated charges, less any deposits paid, is due in full no later than five (5) business days prior to the event date. This may be made via certified check, cashier's check, or credit card. Personal checks are accepted if received at least ten (10) business days in advance, with a credit card on file.

Following final payment, a credit card must be placed on file to cover any charges exceeding the estimate. This card will be pre-authorized for 10% of the total event charges; if no additional charges are incurred, the authorization will automatically release the following week.

EVENT MENUS

The menus provided are designed to inspire and guide you as you plan your celebration. Our talented culinary team is happy to customize offerings to reflect your unique tastes and preferences. While prices are subject to change, all contracted rates will be honored for up to one year from the booking date. Finalized, signed banquet event orders are due no later than seven business days prior to your event.

MENU TASTING

To ensure every bite is just right, we invite the bride and groom and two guests to enjoy a complimentary menu tasting, scheduled 4 to 6 months before your big day. Tastings are available Tuesday through Thursday between 2:00 p.m. and 4:00 p.m., based on availability. Please provide at least two weeks' notice. Additional guests are welcome at \$75 per person.

EVENT STAFFING

All standard event service staff is included in your menu pricing. We maintain a server-to-guest ratio of 1 to 16 and assign a dedicated banquet captain to oversee every detail of your day. Additional staff can be arranged for a fee. Bartenders are \$200 each for a four-hour service (one bartender per 75 guests required). Some specialty stations require chef attendants at \$200 each for two hours (one per 50 guests).

LINENS AND SEATING

Omni William Penn Hotel will provide floor length linens for round tables in your choice of color for all dinner round tables and a choice of white, ivory or black napkins. Also included is the dance floor, dinner rounds, banquet chairs, china, flatware and stemware. Upgraded linens, napkins and chairs are available at an additional cost. Please consult your catering manager for details. Setup and tear down costs are not included with upgraded linens.





Details.

OUTSIDE VENDORS

All vendors contracted by our clients must follow the hotel's procedures at all times. To include: appropriate setup, loading hours, fire codes, noise limitations, etc. Vendor names and contact information are to be provided to your catering manager for each vendor. All vendors are required to sign the hotel's vendor agreement and provide proof of adequate insurance 30 days prior to the event. The hotel is not responsible for any items brought into the hotel by outside contracted vendors. All outside equipment must be removed after the event. A \$1,500 fee will be charged if equipment is not removed.

MISCELLANEOUS CHARGES

Some additional charges may be incurred while planning your wedding. These charges may include, but are not limited to, vendor meals for your band, DJ, photographer and videographer, as well as the necessary power requirements for your band, coat check fees, delivery of gift bags, cookie table setup, chair and linens upgrades, etc.

ALCOHOL CONSUMPTION

All hotel event staff are TIPS certified. If alcoholic beverages are to be served on the hotel premises, Omni William Penn Hotel will require that beverages be dispensed only by its employees and bartenders. Omni William Penn Hotel's alcoholic beverage policy requires the hotel to: a) request proper identification (photo ID) of any person of questionable age & refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced; and b) refuse alcoholic beverage service to any person who, in the hotel's sole judgement, appears intoxicated; and c) refrain from serving shots.

AUDIOVISUAL AND LIGHTING SERVICES

Pinnacle Live is the preferred AV provider for up lighting, table pin spots, ceiling lighting, monogram lighting & any additional AV services that you may require. For additional information please reach out to our Audio Visual team, Pinnacle Live at 1045@pinnaclelive.com or please call 412-255-5690.

FOOD AND BEVERAGE

All food and beverage, with the exception of your wedding cake and cookies, must be supplied and prepared by the hotel and consumed in the function room for which it was purchased. No food or beverage may be removed from the premises. Only hotel staff may dispense alcoholic beverages.

We are happy to accommodate special dietary needs, including vegetarian, gluten friendly & vegan options. Kosher orders must be submitted at least 14 business days prior to the event. Please inform your catering manager of any dietary restrictions or custom menu requests.

FOOD AND BEVERAGE GUARANTEE

A final guest count is required by 12:00 p.m., one week prior to your wedding. It is the client's responsibility to provide this guarantee on time. If no final count is submitted, the number of guests listed on the banquet event order will serve as the guarantee and will be charged accordingly. Once confirmed, the guarantee number cannot be decreased.

If you are offering multiple entrée options, you must provide place cards for each guest, clearly marked with a symbol or color to indicate their meal selection. This ensures accurate and efficient service.

DECORATIONS

You are welcome to work with the decorator of your choice for your event. All decorations must be removed from the premises immediately following the event. The hotel is not responsible for items left behind.

Open Flame Candles require additional permits and inspection and supervision by the Pittsburgh Bureau of Fire. Additional fees will apply.

Please note: The Omni William Penn Hotel **prioritizes safety** and **prohibits** items that could cause a fire, including fireworks, sparklers, candles & other flammable objects.

FAQ'S.

Your wedding day should be as seamless as it is unforgettable. To help you plan every detail with ease, we've outlined important information about our services, policies & offerings below.

IS A WEDDING PLANNER REQUIRED?

While a wedding planner is not required, we highly suggest one. Listed below are some of our recommended wedding planners:

- Bonnie Walker Events
- The Event Group
- SHE Events
- Soiree by Souleret
- Alexis Allen Events

As the event manager for the hotel, we work closely with our banquets staff and culinary team to ensure the proper execution of the event on the day of your wedding. We are unable to assist with managing your vendors and any wedding related details outside of the venue.

WHEN CAN I SCHEDULE MY TASTING?

Tastings are scheduled 4-6 months prior to the date of the wedding. They can be scheduled Tuesday through Thursday at 2 or 3 p.m. We allow up to 4 attendees complimentary, each additional guest is \$75.00 per person plus taxes and service charge.

Please note: Tastings are designed for you to privately taste and finalize your wedding menu. This allows you the opportunity to personally ask the Executive Chef questions about the food and upgrade options. We do not schedule tastings on weekends & evenings as our culinary and banquet teams are committed to servicing the in-house events.

VENDOR LOAD IN AND LOAD OUT

Upon approval of the hotel and event manager, vendors will have a specific setup time for their load in/out. Vendors are to use the Oliver Avenue Service Entrance and check in with security prior to using the service elevator for their load in/out. Vendors are not to use public/guest elevators for load in/out

The hotel is not responsible for any equipment provided by your vendors and will not move or touch any of the provided equipment. Should the hotel need to move any vendor equipment a labor fee of \$1,500 plus taxes and service charge will be charged to your master account.

Vendor information and COI's are to be provided to your event manager prior to the start of the event.

WHAT EQUIPMENT DOES THE HOTEL PROVIDE?

The hotel will provide the following equipment complimentary:

- 6' x 30", 6' x 18", 8' x 18", 8' x 30" and 60", 72" and 30" cocktail rounds
- Black, ivory & white floor length linens for round tables
- Black, ivory & white napkins
- Flatware, glassware & silverware
- Dance floor
- Staging

DAY OF HOTEL DUTIES AND SERVICES?

The hotel will work in conjunction with you or your coordinator with the following items (items listed below, need to be provided day prior by 3 p.m., see deliveries) :

- Favors at each place setting
- Place card table and place cards
- Guest book
- Welcome signage
- Up to (10) framed photos
- Setting menu cards at each place setting
- Charger plates
- Table numbers
- Empty card box placement

NOTE : Once gifts and cards are in the card box, the hotel staff is no longer responsible for the safeguarding, movement and removal of the card box. Additional items not listed above may require you to provide a planner or coordinator to handle, please see your catering manager for details.





FAQ'S.

DELIVERIES FOR COOKIES?

All deliveries are to be delivered the weekday prior to the date of the wedding. Cookie deliveries or drop-offs will not be accepted less than 24 hours prior to the wedding

Delivery hours are 10 - 11:30 a.m. and 1 - 3 p.m.

Friday event.....Thursday delivery

Saturday event.....Friday delivery

Sunday eventFriday delivery

Cookies must be delivered in one delivery by 3 p.m. to ensure adequate time for the kitchen to sort and tray the cookies. Deliveries after 3 p.m. will not be accepted by the kitchen. Cookie deliveries or drop-offs will not be accepted less than 24 hours prior to the wedding. The hotel will provide various tiers and platters for the cookie display.

Cookies will need to be packaged and labeled with the wedding party name and date. Should cookies need refrigeration, please note as such, on the container.

Cookie Plating Fee : \$500.00 plus taxes and service charge



Delight
in every moment.

[OMNIHOTELS.COM/PITTSBURGH](https://omnihotels.com/pittsburgh)

CALL TODAY TO SPEAK WITH A WEDDING SPECIALIST.

OMNI WILLIAM PENN HOTEL - 412-553-5000

OMNI
WILLIAM PENN