



THE  
**FRICK**  
PITTSBURGH

**Event Rentals**  
**FREQUENTLY ASKED QUESTIONS**

## **How many people can be accommodated at the Frick?**

Depending upon the location, up to **250** people. The Great Lawn is the largest space and can fit a tented reception/party with sit-down dinner for up to 250 people. The Community Room is the smallest of the rental spaces and by itself can accommodate a sit-down dinner for up to 50-60 guests, theatre-style seating in rows for up to 60-70, meeting space with long tables for up to 40-50, or a cocktails and hors d'oeuvres set up with a mix of low and high tables for 75-100. The Community Courtyard, accessed from the Community Room via three sets of French doors, can accommodate a tent with sit-down dinner for up to 150 people. The Community Terrace can accommodate 40-50 guests for a standing cocktail party. Please note that the outdoor spaces – the Great Lawn, Courtyard, and Terrace - can only be used when we are closed to the public, 5:00pm or later on Tuesdays, Wednesdays, Thursdays, Saturdays, and Sundays. For groups of 75 or more, the Courtyard must be tented. The Great Lawn must be tented regardless of group size.

## **Can I hire my own vendors or bring my own food?**

You must choose vendors from the Frick's Approved Vendor List. Please see the attached Approved Vendor list for options.

## **What is included in an event rental at the Frick?**

- The event rental location(s) only—The Frick Pittsburgh does not provide any party planning services. During the event a Frick Event staff member will be on site to protect Frick property and to answer questions.
- Access to restrooms—the location of available restrooms will depend on the rental location.
- Parking in our secure lot, which includes 75 spaces and 5 handicap accessible spaces.
- Water and electricity access.

## **What are the rental client's responsibilities?**

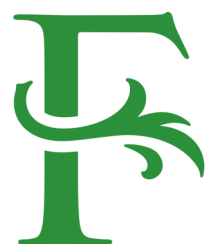
1. All outdoor events must be tented, thus, the client must contact Approved Vendors for tenting;
2. Contracting with a caterer and securing bar and server staffing;
3. Procuring supplies such as tables, chairs, place settings, glassware, linens, etc. from Approved Vendors;
4. Contracting other vendors, for example florists, photographers, musicians, etc.

## **How much is the deposit, when is it due, and is it refundable? What is the payment plan for the entire bill?**

Half of the deposit is due up front to secure your date. Date availability is not guaranteed until this deposit is received. The other half is due no later than 30 days prior to your event. Please note that the rental deposit is non-refundable.

## **What is the cancellation policy?**

**The 50% deposit is nonrefundable should you need to cancel your event. Thank you for your understanding.**



## **Can I rent The Café at the Frick?**

No, The Café is not available for rental and cannot accommodate large parties. The Community Room is a great alternative if you would like to host your event at the Frick!

## **Are there any time restrictions?**

Yes. The Community Room, Terrace, and Courtyard are rented in minimum 4-hour blocks. Additional hours can be added on at a rate of \$250 per additional hour. Events in the Community Room alone can be held during the Frick's open hours as well as evening hours, however, events that take place adjacent to the Frick's public spaces can only begin after the Frick is closed—after 5:00 p.m. Tuesdays, Wednesdays, Thursdays, Saturdays, and Sundays. Events must be concluded with both guests and vendors off the property no later than 11:00pm on Saturdays, and 10:00pm on Sundays through Thursdays.

## **Can guests tour any spaces during our rental?**

Yes, we will work with your group to arrange tours of the historic house Clayton, the Car and Carriage Museum, or The Frick Art Museum. Please note that tours are subject to availability and will incur an additional charge. This must be requested at least 60 days prior to your event date.

## **Is the Frick accessible? And, are there wheelchairs for use?**

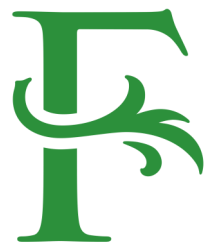
The Frick's event rental locations are accessible. The Frick offers easily accessed restroom locations throughout the site. Yes, The Frick Pittsburgh does offer wheelchairs for visitors and guests—please let Frick event staff know of your needs.

## **Is the use of candlelight permitted during event rentals?**

We do not permit candlelight or open flame inside any of the buildings. Fireworks and any kind of sparklers are strictly prohibited due to the potential fire hazard. Outdoor candle arrangements are permitted but must have flame-retardant globes.

## **Does the Frick provide kitchen facilities with catering equipment and refrigeration?**

No. The Frick does not provide any catering equipment or refrigeration. Rental of the Community Room includes the use of a prep-kitchen space with access to water and electricity (no kitchen equipment or refrigeration is available).



## **Does the Frick provide access to audio-visual equipment?**

The Community Room has the following select A/V capabilities. A/V needs should be communicated at least 30 days prior to your event, and are only able to be reserved upon advance request, as available:

### Tech Capabilities:

Projector

Internal audio speaker system

Various lighting options

Wireless microphone

Frick laptop

Public wifi

Network cable



**FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

Libby Doss, Meetings & Events Manager

[LDoss@TheFrickPittsburgh.org](mailto:LDoss@TheFrickPittsburgh.org) | 412-342-4070

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The Frick Pittsburgh | 7227 Reynolds Street | Pittsburgh, PA 15208 | [TheFrickPittsburgh.org](http://TheFrickPittsburgh.org)