

THE
FRICK
PITTSBURGH



Rental Events
FREQUENTLY ASKED QUESTIONS

How many people can be accommodated at the Frick?

Capacity depends on location:

The Great Lawn is the largest space and can fit a reception/party with sit-down dinner for up to 250 people.

The Community Room is the smallest of the rental spaces and the only indoor location. By itself can accommodate a sit-down dinner for up to 50-60 guests, theatre-style seating in rows for up to 60, 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.

The Community Courtyard 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.

Do you require proof of insurance?

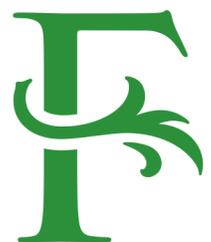
Yes, we do require that the client provide proof of insurance. The Frick Pittsburgh and our Approved Caterers have insurance coverage. The Licensee must provide proof of insurance coverage naming the Frick Pittsburgh as an additional insured, on their personal property in and about the rented locations within the Frick 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. Events staff will provide information for obtaining event insurance.

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?

- All outdoor events with 75 or more guests must be tented, thus, the client must contact PartySavvy for tenting;
- Contracting with an approved caterer and securing bar and server staffing;
- Procuring supplies such as tables, chairs, place settings, glassware, linens, etc. from PartySavvy;
- Contracting other vendors, for example florists, photographers, musicians, etc.



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.

PartySavvy is the Frick's exclusive vendor for any event rental needs, such as tents, tables, chairs, linens, glassware, etc. Please contact them as well for more information.

Phone: (412) 856-8368

Website: www.partysavvy.com

For any other vendors — such as florists, photographers, musicians, etc — you are welcome to bring in your own.

How far in advance should I book a location?

Events at the Frick must be booked at least 30 days in advance.

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.

Is there a dressing room on site?

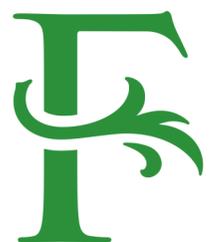
No, guests may use the restrooms to change or get ready in.

Can I rent The Café at the Frick?

No, The Café is not available for rental and cannot accommodate parties larger than 10. 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 flames. Fireworks and any kind of sparklers are strictly prohibited due to the potential fire hazard. We highly recommend flickering, flameless candles.

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:

- Projector
- Internal audio speaker system
- Bluetooth speaker
- Various lighting options
- Wireless microphone
- Frick laptop
- Public wifi
- Network cable

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

Events@TheFrickPittsburgh.org | 412-342-4070

