

Wedding Guide

SEPTEMBER 2019 - AUGUST 2020



CONFERENCE
CENTER

at the University of Pittsburgh at Johnstown



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Wedding Receptions

Congratulations on your upcoming wedding! We are so pleased to be a part of your special day.

FACILITIES

Receptions are held in the Living/Learning Center. This building features the Alumni Lounge, which is a spacious grand lobby with stone fireplace that is ideal for the cocktail hour.

Heritage Hall is the banquet room that can accommodate up to 250 people.

Rental fee 700.00

Ceremonies can be held at the J. Irving Whalley Memorial Chapel, which is a non-denominational chapel that can accommodate up to 250 people.

Rental fee 300.00

ELIGIBILITY

Wedding ceremonies and receptions are offered to those with a specific affiliation to the University of Pittsburgh. Either the bride or groom must be:

- Graduate of any campus of the University of Pittsburgh
- Full time Faculty or staff member of any campus of the University of Pittsburgh
- Child/grandchild/parent of a full time faculty or staff member of any campus of the University of Pittsburgh
- Current full-time student at any campus of the University of Pittsburgh

INSURANCE

The University requires that all couples provide liability insurance for wedding receptions. The couple must provide a copy of the policy to the Conference Center as outlined in the contract.

The coverage can be in one of two forms:

- A rider on a current home owners' insurance policy or
- A policy for a one-time event outside of the home in the amount of \$250,000.

In either case, the University of Pittsburgh at Johnstown must be listed as "Additional Insured."

DEPOSITS AND PAYMENTS

A \$500 deposit is required at least two weeks after reserving the facility.

An additional deposit of \$1500 is due at least ninety (90) days prior to the reception date.

The total of both deposits will be deducted from your final invoice.

Payment of the invoice is due seven (7) business days after receipt of the invoice.

Checks may be made payable to The University of Pittsburgh at Johnstown.

We do not charge tax or gratuity on any items or services listed in this guide.

CANCELLATION

Notification of cancellation must be received at least ninety (90) days prior to reception in order to avoid a cancellation fee. If notice is received within this time frame, half of the paid deposit(s) will be refunded and no additional charges will apply. If notice is not received at least ninety (90) days prior to the reception date, the entire deposit is forfeited and half of the total costs for the reception will be invoiced.



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PRICING

Prices in this menu are in effect from September 2019 through the end of August 2020.

Events taking place after these dates will pay the current prices for the time period in which the event is actually held.

COUNTS

Estimated numbers are required at least two (2) weeks prior to the reception date.

Final counts are due at least five (5) business days prior to the reception date.

We offer discounted meal prices for children, so please include them in your count.

Children 6 and younger will be charged 50% of the meal price.

Custom child meals are also available.

One additional ("extra") banquet table per 100 guests may be set at no charge.

Additional tables may be set for 32.00 per table.

Final invoice will reflect no less than the final count given.

We are able to accommodate up to 5% over the final count given.

ROOM SETUP

The rental fee entitles couples to gain access to the facility the day of the reception.

The space is not guaranteed to be available the day prior for setup. Your event manager will help you coordinate access times.

TASTE TEST

We are pleased to offer a complimentary taste testing to couples who have booked their wedding reception. Please ask your event manager for more details.

COMPLIMENTARY SERVICES

Dedicated event manager that offers personalized planning assistance

Customized room configurations

Table linens and skirting in a variety of colors (with purchase of meal)

Wedding cake cutting, plating and service

Grand cookie arrangement & display

Champagne pre-pour service

ADDITIONAL SERVICES

Private Bridal Party Room \$145.00

You may reserve a separate room for the bridal party to use for up to one hour prior to their grand entrance into the reception. This includes a dedicated waitperson to serve cocktails and hors d'oeuvres and a water station.

Customized Monogram or Name Projection \$100.00

Design your own or allow us to create something for you.



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Hors D'oeuvres

COLD PLATTERS (Serve 25)

Tomato & Basil Bruschetta	36.55
Fresh Vegetables with Dip <i>Broccoli, Cauliflower, Carrots, Celery, Grape Tomatoes</i>	40.70
Domestic Cheese & Crackers <i>Cheddar, Provolone, Swiss, Gouda, Pepper Jack</i>	45.85
Meat & Cheese <i>Salami, Ham, Cheddar, Swiss, Pepper Jack, Gouda</i>	49.25
Fresh Fruit with Dip	51.25*
Shrimp Shooters with Vodka Cocktail Sauce	65.30
Antipasto Display	73.30
Assorted Brioche Sliders	76.30
Charcuterie <i>Assortment of seasoned smoked meats</i>	85.85
3 Tier Pineapple Tower with 50 Assorted Fruit Skewers	112.00*
6 Tier Pineapple Tower with 100 Assorted Fruit Skewers	206.00

DIPS

Salsa, Guacamole, Chorizo Con Queso Trio Dip w/ Tortilla Chips	29.35
Roasted Red Pepper Hummus with Pita and Vegetables	36.95
Spinach Dip with Hearth Bread	38.95
Fiesta 5 Layer Dip with Tortillas	45.85
Smoked Salmon Dip with Toasted Bruschetta	61.00

**Fruit selection and pricing subject to change based on season*

HOT PLATTERS (Serve 25)

Vegetarian

Spanakopita	30.60
Spring Rolls served with Honey Sriracha Dipping Sauce	34.20
Baked Brie en Croute Bites <i>Apple Cinnamon, Bacon Peach, Balsamic Strawberry, Cranberry Walnut, Honey Granola, Pumpkin Spice, Sundried Tomato Basil (choose up to 2)</i>	34.40
Stuffed Mushroom Caps	40.00
Grilled Cheese and Tomato Basil Bisque Shooters	48.45

Butler Service Available 54.20 per butler per hour

We do not charge tax or gratuity on any items.



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Hors D'oeuvres, continued

HOT PLATTERS (Serve 25)

Chicken, Pork, and Beef

Hawaiian, Italian, or Swedish Style Meatballs	34.40
Red Bliss Potato Cups <i>Stuffed with either Pulled Pork, Chorizo Sausage, or a la Vera Cruz (Tomatoes, Capers, & Onions)</i>	34.85
Chicken Skewers <i>BBQ, Cajun, or Jerk Dusted</i>	42.85
Coconut Chicken Skewers served with Mango Habanero Sauce	49.50
Sausage Stuffed Button Mushroom Caps	56.40

Seafood

Crab Stuffed Mushroom Caps	51.80
Coconut Shrimp Skewers served with Apricot Ginger Dipping Sauce	60.00
Mini Crab Cake Bites w/Spicy Remoulade	72.85

Artisan Flatbreads (3 Pizzas per Platter)

Spicy Spanish <i>Sofrito marinara, chorizo sausage, queso fresco, fresh cilantro</i>	26.85
Kickin' Caprese <i>Sundried tomato Pesto marinara, red pepper flake, fresh mozzarella, fresh basil chiffonade, and olive oil</i>	26.85
Pizza Bianca <i>Parmesan ricotta cream, fresh garlic, shredded mozzarella, thin sliced prosciutto, roasted red pepper, fresh arugula</i>	26.85
Hearty Mushroom <i>Fire roasted tomato sauce, wild mushrooms, house made fresh mozzarella, truffle oil</i>	26.85
Greek <i>Balsamic marinated eggplant, red onion, black olives, roasted red pepper, crumbled feta, fresh mint chiffonade</i>	26.85

Dips

Spinach and Artichoke Dip with Pita Chips	41.25
Buffalo Chicken Dip with Tortilla Chips	55.70
Cheesy Hot Crab Dip with Tortilla Chips	62.50

** Or choose a different dipper (one per dip selection only): Toasted Pita Chips,
Assorted Cracker Medley, Fresh Fried Corn Tortilla Chips, Pretzels, Toasted Bruschetta

Dessert

Hot S'mores Dip with Graham Crackers	42.10
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Butler Service Available 54.20 per butler per hour

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Buffets

Served with coffee, hot tea, iced tea, and water

Build-Your-Own-Buffer 24.95

additional entrée for \$3.35 per person

additional salad, starch, vegetable, or bread for \$1.65 per person

Salad (choose one)

Market Garden Salad
Asian Noodle Salad

Caesar Salad
Greek Salad

Italian Caprese Salad
Whole Grain Salad

Almond Spinach salad w/Red Onion & Mandarin oranges

Entrees (choose two)

Poultry: Grilled chicken breast, Chicken parmesan, Chicken bruschetta, Southern fried chicken, Baked herbed chicken breast, Roasted & sliced turkey breast, Fajita chicken with peppers & onions.

Beef: Beef tips bourguignon, Caramelized onion meatloaf w/ demi-glace, Sliced top-round of beef w/ espanole sauce, Beef braciola w/ caper, onion brown sauce, Fajita beef tips w/ peppers and onions, or Barbacoa - braised, barbequed beef.

Pork: Mustard herbed pork loin, Smoked pork loin w/ caramelized apple, onion sauer kraut, Boneless pork chop w/ apple, mango chutney, Honey mustard glazed baked pit ham, Pulled pork, or Kansas city ribs (3 rib portion per person.)

Seafood: Shrimp barsac skewers, Seafood newburg, Baked tilapia provencal, Roasted salmon w/ caper dill butter, Beer battered north atlantic cod/ tartar, cocktail sauce, or Louisiana baked catfish creole.

Vegetarian: Marinated sliced portobello mushrooms w/ quinoa pilaf, Herbed pan-seared tempeh steak w/ asian vegetables, Vegetarian pad thai, or Black bean & basmati rice stuffed sweet red bell peppers w/ hand crushed tomato sauce.

Starch (choose one)

Oven Roasted Herbed
Red Potatoes
Penne w/ Marinara
Rice Pilaf

Garlic Mashed Idaho Potatoes
Citron Mushroom Risotto
w/Parmesan
Buttered Egg Noodles

Oven Roasted Sweet Potatoes
Spaghetti Agli Oleo
Scalloped Potatoes

Vegetable (choose one)

Fresh Green Beans
Succotash
Cauliflower Au Gratin

Sautéed Yellow Squash & Zucchini
Lemon Garlic Broccoli
Asian Stir-Fry Vegetable Medley

Glazed Baby Carrots
Corn O' Brien
Corn Cobbettes

Bread (choose one)

Traditional Roll, Buttermilk Biscuits, Cornbread, Garlic Bread Sticks, or Garlic Knots

Beverages and/or desserts may be preset on banquet tables for 0.40 per person

Buffets are priced for a maximum of two hours of service.

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Buffets, continued

Western PA Buffet 28.20

Halupki (Pigs in a Blanket), Pierogis and Halushki.
Served with an Italian "cold" Slaw and parsleyed carrots.
Choose Braided Pesto Bread or Cheddar Baked Biscuits.

Southern Country Picnic Buffet 29.50

Choose 2 Entrees:

BBQ Chicken Breast
Pork Loin (Sauced or Dry Rubbed)
Pulled BBQ Pork w/Brioche Buns
Texas Oven Roasted Brisket

Served with Tangy Cole Slaw, Country Potato Salad, Macaroni & Cheese,
House Baked Beans, Green Beans w/Bacon & Red Onion, and Corn off the Cob with Cilantro Butter.
Choose Jalapeno Cheddar or Traditional Corn Bread - served with Honey Butter.

Hearty Meat & Potatoes Buffet 33.45

Choose 2 Entrees:

Slow Roasted Top Round
Oven Roasted Turkey w/a Fresh Herb Marinade
Caribbean Pineapple Jerk Chicken
Stuffed Pork Loin

Served with a Cranberry Apple & Candied Walnut Salad, Vegetables Au Gratin,
Grain Mustard Roasted Red Potatoes, Roasted Brussel Sprouts, and Maple Glazed Gourmet carrots.
Choose Braided Pesto Bread or Cheddar Baked Biscuits.

Add a carving station to any buffet.

Replace one of the meat selections on your buffet with one of the below
meat selections to be carved live by our chef. \$54 per hour
Beef Sirloin, Baked Pit Ham, Pork Tenderloin, or Roast Turkey Breast.

Beverages and/or desserts may be preset on banquet tables for 0.40 per person

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Plated Dinners

Served with a choice of soup or salad with two dressing selections, one vegetable, one starch, rolls with butter. Includes coffee, hot tea, iced tea, and water

Choose both soup and salad for an additional 2.25 per person

CHICKEN

Chicken Piccata 26.85

Chicken breast cutlets served with a sauce of butter, lemon juice, capers, and white wine.

Traditional Stuffed Chicken Breast 28.40

Chicken breast with traditional bread stuffing topped with herb gravy.

Chicken Bruschetta 28.60

Breaded chicken breast with a fresh bruschetta topping and parmesan cheese.

Chicken Cordon Bleu 29.95

Ham & swiss rolled in breaded chicken breast; oven-fried to perfection, topped with a basil parmesan alfredo sauce.

BEEF

Roasted Top Round of Beef 29.50

Seasoned top round of beef slowly roasted and served thinly sliced with homemade au jus

Ribeye Steak 30.85

Ribeye steak seasoned and seared to medium well temperature

New York Strip Steak 36.30

Slow roasted strip loin topped with a rosemary Dijon cream sauce.

Roasted Flank Steak 30.25

Sliced flank steak rubbed with a blend of ginger, brown sugar, chili, black pepper and premium coffee.

SEAFOOD

Southern Country Catfish 32.40

Corn meal breaded catfish served with a Cajun remoulade

Citrus Balsamic Salmon Filet 36.60

Oven roasted salmon filet topped with a citrus balsamic glaze, lightly pickled red onions and cucumbers.

Shrimp Scampi Skewer over

Angel Hair Pasta 36.65

Shrimp scampi skewer with a citrus herb marinade served over a bed of angel hair pasta (or choose a different starch)

Maryland Style Crab Cakes 39.50

Two jumbo lump crab cakes with a creamy remoulade.

Grilled Prawns with Tropical Salsa 36.80

3 large prawns with a pineapple, mango and poblano salsa and an avocado cream sauce

VEGETARIAN

Vegetarian Lasagna Rollup 27.05

Hand-rolled lasagna sheet with roasted vegetables and topped with a creamy alfredo sauce.

Stuffed Portobello Mushroom Cap 29.00

Herb seasoned portabella mushroom cap stuffed with spinach, roasted red peppers, parmesan cheese and pine nuts.

Black Bean Cous Cous Stuffed Pepper 31.20

Halved pepper stuffed with a cous cous, black bean and vegetable medley

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Plated Dinner Accompaniments

Served with a choice of soup or salad with two dressing selections, one vegetable, one starch, rolls with butter. Includes coffee, hot tea, iced tea, and water

Choose both soup and salad for an additional 2.25 per person

VEGETABLES (CHOOSE ONE)

Fresh Green Beans
Sautéed Yellow Squash & Zucchini
Glazed Baby Carrots
Succotash
Lemon Garlic Broccoli
Corn O' Brien
Cauliflower Au Gratin
Asian stir-fry Vegetable Medley
Corn Cobbettes

STARCHES (CHOOSE ONE)

Oven Roasted Herbed red potatoes
Garlic Mashed Idaho Potatoes
Oven Roasted Sweet Potatoes
Penne w/ Marinara
Citron mushroom Risotto w/Parmesan
Spaghetti Agli OleoRice Pilaf
Buttered Egg Noodles
Scalloped Potatoes

SOUPS

Broccoli Cheddar
Chicken Noodle
Corn Chowder
French Onion
Italian Wedding

SALAD DRESSINGS (CHOOSE UP TO TWO)

Balsamic Vinaigrette
Blue Cheese
Caesar
Italian
Ranch
Raspberry Vinaigrette
Thousand Island
Light Italian

**OR Select one of the following pre-dressed salads
and receive \$1 off of the meal price per person.**

Asian Salad
Caesar Salad

Mandarin Spinach Salad w/ Red Onion and Balsamic

Zucchini Panzanella Salad

Strawberry Feta Salad with a Lemon Peppercorn Dressing

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Bar Service

BAR MIXES

Variety of Sodas, Water, Juices, Mixers, and Garnishes 1.85 per person
Soda & Bottled Water Only 1.60 per person

BARTENDER

Four hour minimum charge per bartender 185.00
One additional hour per bartender 30.00

COFFEE BAR 7.95 per person

Gourmet Coffee, Gourmet Teas, Flavored Creamers, Chocolate Spoons,
Rock Candy Stirrers, Vanilla, Cocoa, Nutmeg & Cinnamon Shakers

BEVERAGE FOUNTAIN 32.35

Bring the ingredients for your signature drink to feature in the fountain.

ADDITIONAL BAR SETUP OR BAR RELOCATION 110.00

COMPLIMENTARY CHAMPAGNE PRE-POUR SERVICE

Bring your favorite bubbly and we will gladly have it pre-poured and ready for the toasts.
(Don't forget to provide a non-alcoholic option if needed.)

All bars are limited to a maximum of five hours of open bar time.

Because the University of Pittsburgh at Johnstown does not have a liquor license, we do not have the ability to sell alcohol.

Alcohol is to be purchased by the client and delivered to the Living/Learning Center no earlier than one business day prior to the event. Any alcohol remaining after the event must be taken the same day. Please coordinate those arrangements with your event planner.

There are a limited number of facilities on campus where alcohol may be served.

The Living/Learning Center is one of these facilities.

No outside bartenders are permitted.

Only bottles or cans of beer are permitted.

Common source containers such as kegs are not allowed.

The Conference Center at the University of Pittsburgh at Johnstown follows all national, state, and local laws regarding the service of alcoholic beverages and reserves the right to withhold the service of alcohol from any guest at any time.

We do not charge tax or gratuity on any items.