PACKAGES

Weddings & Private Events
CONGRATULATIONS

We are pleased to present our wedding package at the David L. Lawrence Convention Center. Our staff will help you plan the perfect event and we look forward to making it the day of your dreams!

Wedding packages include:
- Complete and customizable meal for you and your guests
- Private bridal party ready room with champagne, soda, water, and hors d’oeuvres
- Access to Roof for Photograph Opportunities
- Water Feature Color Choice - when seasonably available
- White linens
- Your color choice of napkins
- Complimentary Cake Cutting
- China, Silverware, and Glassware
- Tables & Chairs
- Dance Floor
Create the perfect cocktail hour by selecting two passed hors d’oeuvres and two stations from the following:

Hors D’oeuvres included in meal pricing.

**Butler Passed (select two)**
- Signature Crab Cakes - lemon aioli
- Gazpacho soup shooter
- Spinach and Parmesan risotto stuffed mushrooms
- Lump crab with lemon aioli stuffed mushrooms
- Beef Wellington Bites - horseradish cream
- Ginger Chicken Satay - sweet chili sauce
- Sizzling Short Rib Satay - Thai peanut sauce
- Tomato Basil Crostini - artisan olive oil
- Charcoal Charred Lamb Chop - Granny Smith and mint relish
- Classic Fisherman's Wharf-Style Shrimp Shooter with lemon horseradish cocktail sauce
- Pesto-Marinated Shrimp Shooter with lemon aioli
- Ahi Tuna Tartare - lemon olive oil, capers, and basil

**Stations (select two)**

**Quesadilla Station**
- House-Smoked Brisket and Cheddar Cheese
- Ancho Chicken and Jack Cheese
- Baby Spinach and Mushroom

**Slider Station**
- Slow-Roasted Prime Rib – smoked Cheddar, caramelized onions and barbecue sauce
- Breaded Chicken Parmesan – marinara and fresh mozzarella
- Homemade Meatloaf – crispy onions and sautéed wild mushrooms

**Meatball Bar**
- Chicken Meatball – green chile verde sauce
- Thai Pork Meatball – ginger-soy barbecue sauce
- Italian Beef Meatball – marinara sauce

**Pittsburgh Table**
- Pittsburgh-Style Sandwiches – French fries and slaw
- Mini Pierogies – caramelized onions and butter
- Chipped Ham Sliders – pickle relish and BBQ sauce
- Artisan Cheese Board
- Artisan selection of local and imported farmstead cheeses. Accompanied by house-made chutneys, local honey, artisan breads and crackers

**Bruschetta d'Italia**
- Tomato Basil – Parmesan and extra virgin olive oil
- Kalamata Olive Tapenade – Chèvre cheese
- Roasted Wild Mushroom – Gorgonzola cheese
BAR SELECTIONS

Catch up with your guests over an expertly crafted cocktail mixed to perfection by our bar staff. In addition to premium liquor, amp up your bar package with wine and imported and domestic beers.
Treat your guests to a hosted bar. Selections are based on an hourly rate for your specified duration of time.

**Deluxe Brand**
Featuring Tito’s Handmade Vodka, Bombay Sapphire, Dewar’s 12, Maker’s Mark, Jack Daniels, Jameson, Jose Cuervo, Tradicional, Bacardi Superior, Hennessy VS, Martini & Rossi Dry and Sweet Vermouth

32 per person for three hour
8 per person for each additional hour

**Premium Brand**
Featuring Svedka, Bombay, Dewar’s, Jim Beam, Bicardi Superior, Canadian Club, Jose Cuervo Especial, Christian Bros. Brandy, Martini & Rossi Dry and Sweet Vermouth

28 per person for three hour
7 per person for each additional hour

**Additional Considerations**
- Signature Cocktails
- Specialty Wine
- Specialty Brews
- Champagne Toast

A fee of 150 will apply for each bartender for up to three hours. Additional 30 per hour will apply if extended beyond three hours.

We suggest one bartender per every 75 guests.
SALAD CHOICES

Let us bring the farmer’s market to you. We’ve selected the freshest picks of the season so you have all the right ingredients to create a sensational salad that is simply perfect—and personalized just for you and your guests.
Salads - select one

All plated dinners include freshly baked rolls and butter, coffee, decaf, and hot tea.

- Iceberg Wedge – grape tomatoes, red onions, blue cheese and bacon with creamy blue cheese dressing
- Field Greens – grape tomatoes, red onion, cucumbers with aged balsamic vinaigrette
- Caesar Salad – crisp romaine, Parmesan and garlic croutons with Caesar dressing
- Southern Salad – baby field greens, fresh berries, spiced pecans, blue cheese and white balsamic vinaigrette - add 2
- Caprese Salad – cherry tomato, bocconcini mozzarella, wild baby arugula and pesto - add 2
- Spinach and Apple Salad – toasted walnuts, Chèvre cheese and red onions with cider vinaigrette
- Bibb Lettuce – poached pears, candied pecans, blue cheese with lemon Chardonnay dressing - add 2

Appetizers – additional charge

- Lamb Kofta Kebab with ground lamb, rosemary and thyme on a stick with tzatziki sauce 9.00 each
- New Zealand Lamb Lollipop with orzo, barley pilaf and mojito glaze 10.00 each
- Bourbon BBQ Pork Tenderloin with horseradish mashed and dried fruit compote 8.00 each
- Pork or Vegetable Pot Sticker with sushi rice and sweet soy drizzle 5.00 each
- Flank Steak Pinwheel with roasted pepper and asparagus, caramelized onion potato terrine
  and port wine reduction 12.00 each
- Black Forest Filet stuffed with cherries, asparagus tips and béarnaise sauce 19.00 each
- Brie, Roasted Pear and Apple Stuffed Chicken with warm grain salad and drizzled with local honey 11.00 each
- Chicken Tandoori Drumette with basmati rice and raita 8.00 each

Dietary, cultural, and religious meal options are available.
Fresh, house-made, and packed with the best local flavors, our premier array of innovative entrees are sure to impress your guests. Let our chefs make your meal memorable with a menu showcasing the finest ingredients in delectable dishes.
**Entrees** – select up to three (one being vegetarian)

**Vegetarian 79**
- Portobello Mushroom Wellington - Boursin cream
- Butternut Squash Ravioli - broccolini, sage butter

**Chicken 85**
- Roasted Chicken Breast – herb-roasted fingerling potatoes and rosemary au jus
- Lemon Chicken Breast – Vesuvio-style potato, roasted tomato and lemon garlic sauce
- Wild Mushroom and Boursin Cheese Stuffed Chicken – port wine glaze and chive potato purée
- Sun-Dried Tomato-Crusted Breast of Chicken – rosemary roasted potatoes and Chardonnay reduction
- Roasted Chicken Breast – Pancetta crisps, risotto and citrus sage cream

**Fish 88**
- Herb-Crusted Salmon – horseradish mashed potato and natural citrus jus
- Pesto Halibut - toasted orzo, green bean amandine, roasted red pepper sauce - Market price

**Beef 91**
- Beef Short Ribs – wild mushroom ragout, fire-roasted pepper sauce and roasted garlic polenta
- Filet of Strip – blackberry bordelaise and Yukon gold whipped potatoes
- Blackened Petite Filet – blue cheese and grain mustard sauce with Parmesan whipped potatoes – Market Price

**Duet Entrée Options**
- Grilled Petite Filet with Caramelized Shallot Jus and Pan-Seared Lemon Chicken with Tomato-Basil Relish asparagus flan and Cabernet mashed potatoes – Market Price
- Double Local Lamb Chop and Gulf Shrimp – butternut squash polenta and honey-glazed baby carrots – Market Price
- Herb-Crusted Tenderloin of Beef and Maine Sea Scallops – scalloped Yukon potatoes and red wine sauce – Market price
- Grilled Petite Filet Mignon with Three-Peppercorn Sauce and Seared Salmon – risotto and braised spinach – Market Price

**Dessert**
Complimentary cutting and serving of wedding cake - wedding cake not included in meal price
- Add fresh fruit 2
- Add a chocolate covered strawberry 3

Dietary, cultural, and religious meal options are available.
Fuel up with fresh fruit, satisfy your sweet tooth with delectable baked goods, or conquer your craving for something savory with warm artisanal Bavarian pretzels. Customize your snack break selections to suit any time of day.
Extreme Loaded Mini Dogs - choose three
A smaller version of our specialty that’s perfect for sampling our culinary twist on a ballpark favorite
• Deli Dog – sauerkraut and Thousand Island dressing
• Thai Dog – daikon radish, cucumber, cilantro, red onion and sweet Thai chili sauce
• Mac-n-Cheese Dog – gooey macaroni and cheese, topped with Fritos
• Taco Dog – all your favorite taco toppings on a dog
• Buffalo Dog – Buffalo wing sauce and blue cheese slaw
13.50 per person

Mini All Beef Burgers
• Tavern-Style Classic – American cheese and our secret sauce
• Firehouse Burger – bacon and barbecue sauce
• Gourmet Burger – truffle aioli and Gruyère cheese
13.50 per person

Nacho & Salsa Bar
Zesty beef chili, spicy cheese sauce, crispy corn tortilla chips and our house salsa verde, pico de gallo, salsa rojo and habanero salsa. Served with sour cream, jalapeños and signature hot sauces
13.50 per person

Pizza Party - choose three
• Fennel sausage, wild mushrooms, and Asiago cheese
• Shaved salami, arugula, and Provolone cheese
• Three cheese
• Caprese-Roma tomatoes, basil, and fresh mozzarella
• Pulled chicken, basil pesto, and four cheeses
16.50 per person

French Fry Frenzy
• Shoe string fries & sweet potato fries
• Fry spices (ranch, seasoned salt, cajun, cinnamon sugar)
• Cheddar cheese sauce, malt vinegar, ketchup, lemon aioli, caramel, and bacon bits
9.50 per person

Administrative Charge - Please note that all food, beverage, and related items are subject to an administrative charge.
This administrative charge is not a tip or gratuity. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.
THE LEVY DIFFERENCE:
THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It’s all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

CONTRACTS AND CATERING AGREEMENT
A signed copy of the contract outlining all catering services will be provided along with a Catering Agreement. The signed contracts state terms, addendum, and specific function sheets constitute the entire agreement between the client and Levy Convention Centers. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract on their behalf only with full payment in advance and an approval line of credit for additional orders. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties. contract process.

PAYMENT
We will not commence service without the receipt a NON-REFUNDABLE DEPOSIT in the amount of seventy-five percent (75%) of the estimated Event Price at least sixty (60) full calendar days prior to the Event, and the remaining twenty-five percent (25%) of the estimated Event Price at least fourteen (14) full calendar days prior to the Event (collectively, the “Deposit”). Outstanding Event Price balances shall be paid within thirty (30) full calendar days of the Event provided billing privileges have been previously approved in writing through the General Manager’s office. Client understands that we will suffer substantial harm if Client cancels the Event. Accordingly, the Deposit will be in all cases NON-REFUNDABLE and deemed to be liquidated damages to compensate for the loss due to Client’s cancellation.

GUARANTEES
A guaranteed number of attendees/quantities of food is required 7 business days prior to the event date for functions of 1,000 guests or less (a business day is defined as Monday through Friday and Holidays and Weekends are excluded from receiving guarantees). This guarantee must be submitted by noon. If the guarantee is not received, Levy Convention Centers reserves the right to charge for the number of persons/quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Levy Convention Centers will neither be responsible nor liable for serving these additional numbers but will do so on a first come, first serve basis as able. Guarantees increased less than 72 business hours prior to an event will be subject to a 10% increase on the price for each additional guest or increase. All groups over 1,000 guests require an initial guarantee 30 days prior to the event and final guarantees must be received 7 business days prior to the event. Client agrees that there will be no reduction in the Event Price if fewer than the guaranteed attend the event. Minimum Guarantee - A 100.00 service fee will be charged for any group under 25 guests.

MENU
Menu selections and other details pertinent to your functions must be submitted to the Catering and Sales Department at least (30) days prior to the function date. Your Catering Manager will assist you in selecting the exciting menu items and making arrangements to ensure your most successful event ever.

BEVERAGE SERVICES
We offer a complete selection of beverages to complement your function. Please note that alcoholic beverage services are regulated by the Pennsylvania Liquor Control Board. Levy Convention Centers, as licensee, is responsible for the administration of these regulations: No alcoholic beverages may be brought onto the premises from outside sources; we reserve the right to refuse alcohol service to intoxicated or underage persons. No alcoholic beverage can be removed from the premises.
OUTSIDE FOOD AND BEVERAGE
No food or beverages of any kind may be brought into or removed from the Location by either Client or Client’s guests without prior written approval.

EVENT TIMELINE
Prices are based on two-hour breakfast service or lunch service or three-hour dinner service. Additional service time may be subject to additional labor fees. Event start or end times that deviate more than thirty minutes from contracted times may be charged additional labor fees. In order to provide the freshest food, we must limit buffet service to two hours.

OVERSEET POLICY
Levy Convention Centers will provide a 5% overset up to 1,000 guests (maximum over-set of 30 guests). There will be an additional $150.00 charge for each over-set of 20 guests. This overset does not include food preparation but simply the additional staff to set and service additional place settings.

SERVICE STAFF
Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 50 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Each additional staff is charged at a four-hour minimum of $150.00 per four-hour shift. Additional labor charges may apply for holiday events.

PRICING
Prices quoted do not include 22% administrative charge or 7% sales tax unless otherwise noted. Prices are subject to change without notice. Guaranteed prices will be confirmed 60 days prior to the event. Orders placed or counts increased within 72 hours (3 business days) of service will be charged at 10% higher pricing than published menu prices. Events over 2,000 guests may require specialized menus and our culinary staff is happy to customize the perfect menu for your event.

CANCELLATIONS
Any event cancelled within 30 days prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

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