



Andrew Carnegie Free Library & Music Hall

Lincoln Gallery Specifications & Amenities

Room:

Size:	2,300 sq ft
Height:	15' – 0"
Max Occupancy Seated at Table:	75
Max Occupancy Seated Auditorium Style:	75
Max Occupancy Cocktail Style:	100

Features:

Lighting:	<i>Overhead pendant and recessed fixtures operate independently</i>
Windows:	<i>Ten (10) windows with shades</i>
Flooring:	<i>Carpeted, brown/neutral</i>
Wall Finish:	<i>Painted, creme</i>
Lincoln Gallery:	<i>Permanent Installation includes 100 portraits of Abraham Lincoln ranging from 1847 - 1865</i>
Captain Thomas Espy Post of the GAR:	<i>Exquisitely restored Civil War veteran meeting room which houses invaluable artifacts and unique historical records. Private tours are available by appointment.</i>
Accessibility:	<i>2nd Floor, Accessible by stairs or elevator</i>
Heating/Cooling:	<i>Radiator heat, window AC unit</i>
Fire Exits:	<i>Four (4)</i>
Kitchenette:	<i>Adjacent to room, included with rental</i>
Restrooms:	<i>One (1) ADA restroom with changing table located on Level 2 Additional public restrooms on Studio Level "B"</i>

Event Furniture: *all items subject to availability*

ITEM		QTY	SEATS	LINEN SIZE	NOTES
48"	Round Table	14	4 – 6	108"	<i>Light gray plastic, no linen available</i>
36"	Cocktail Table	6	4	120"	<i>Wood/metal, black linen included</i>
32"	Cocktail Table	10	2	90"	<i>Gray Plastic, black linen included</i>
5'	Rectangle Table	8	4	90 x 132	<i>Gray/Beige plastic, no linen available</i>
6'	Rectangle Table	3	6	90 x 132	<i>Gray/Beige plastic, no linen available</i>
10'	Buffet Table	1	N/A		<i>Antique, located in Studio, cannot move</i>
4'	Wooden Table	6	4		<i>Antique, 4 in Studio, 2 in Lincoln Gallery</i>
4'	Wooden Bar	1	N/A		<i>Wheeled service bar with shelf</i>
	Silver Folding Chairs	55			<i>Padded back and seat</i>
	Dark Red Chairs	75			<i>Red back and seat, silver legs</i>



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Exterior/Parking Information:

Parking Spots:	55 parking spaces available on grounds – including two (2) ADA parking spaces
Additional Parking:	Main street parking meters and lots non-metered on evenings and weekends as posted
Shuttle Service:	Shuttle service from Main Street lot between Pine and Mary Streets available, must arrange in advance. Required for events with more than 100 guests.

Equipment and Services: *all items subject to availability*

Audio Package:	Basic PA with aux input and optional microphone
Video Package:	Projector and Screen available
Event Attendant:	Required for all events, assists with smooth operation of event.
Set-up/Clean-up:	We'll set up the furniture so that all you have to do is decorate. After your event, place anything you do not wish to take with you in a provided waste receptacle and we'll take care of the rest.

Frequently Asked Questions:

Are there any restrictions on decor?	We do not permit loose glitter, small confetti, or adhesive of any kind on any surface including but not limited to tape and 3M-type "removable" products. Otherwise, we encourage your creativity! Please discuss decorating ideas with Hall Director.
Are candles permitted?	Open flames are not permitted anywhere in the building. With advance notice, we may allow enclosed candles in a fishbowl type container. Please discuss with Hall Director.
Are there any exclusives/can I choose my own caterer?	You are welcome to select your own catering or choose to provide your own food and beverage. We do not require the use of any particular vendor but are happy to recommend local options. See below.
Can I serve alcohol?	Let's talk. Any alcohol service must be approved in advance. We'd like to know what you're bringing in and what your plans are for responsible service. We recommend using a RAMP certified bartender.
What time does the party have to end?	We do not have scheduling restrictions, Hall Director will help to determine availability. We're flexible until the day of the event, we appreciate sticking to our agreed schedule so that we can plan for staffing and facility needs.
Can we have live music?	Of course! We're happy to recommend artists and help to ensure they have what they need to sound great.
What are the steps for reserving the space?	We start with a tour and discuss event details. When you're ready, a signed contract, security deposit and a non-refundable contract deposit (\$100 or 10% of contract total) are due to reserve the room. The contract balance is due 30 days before your event. We accept cash, credit, or check.



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Recommended Vendors

Full Service/Catering		
Brick N' Mortar Kitchen & Catering	www.burghbitestruck.com/catering/	412-229-7119
Hazelnut Catering	www.hazelnutcatering.com	412-608-8007
Hungry for Time	www.hungryfortime.com	412-944-6464
The Cooked Goose	www.cookedgoosecatering.com/	412-258-5944
Local Restaurants		
Bakn	http://www.eatbakn.com/	412-275-3637
Bob's Diner	http://eatatbobsdiner.com/	412-429-7400
Café Delhi	MENU LINK	412-278-5058
Carnegie Coffee Company	www.carnegiecoffeecompany.com	412-275-3951
Slice on Broadway	www.sliceonbroadway.com	412-276-0200
Sunset Pizza & Grille	MENU LINK	412-276-3103
Cake		
Bethel Bakery	www.bethelbakery.com	412-835-6658 x4
Linens & Furniture Rental		
All Occasions	allparty.com	412-471-2100
Mosaic	partymosaic.com	1-866-5MOSAIC
Party Savvy	partysavvy.com	412-856-8368
Event Lighting and Sound		
N Stuff Music	https://www.nstuffmusic.com/	412-828-1003