



Carnegie Library of Pittsburgh Rental Events

Private events such as showers, birthday parties, weddings, dinners, etc. may be held on a limited basis at the Library after hours when the facility is closed to the public. The fee includes space rental, custodial services (including set up and clean up), one security guard and special event assistance. In addition, customers are able to use all tables and chairs that are available at the facility. Any other needs must be rented by the customer from one of CLP's preferred event rental companies. Any caterer may be used.

\$2000 – 4 hour rental (1 hour set up, 1 hour clean up) – 6 hours total

Main (Oakland) – First Floor

Downtown & Business – Main Floor

Squirrel Hill

East Liberty

Allegheny

Homewood

Hill District

Brookline

Woods Run

Mt. Washington

There will a \$500 discount on these prices for *non-profits* and people affiliated with the Library (CLP Board, CLP Staff, CLP Volunteers, Carnegie Museums Staff).

In all cases, an event application must be completed by the customer and approved by CLP Administration. Approval of events is contingent upon of facility and staffing availability. All CLP rules and regulations must be followed at any after hour events.

Room set up and technical needs must be determined and communicated to CLP at least 2 weeks before event. Delivery schedule and list of vendors must be provided to CLP at least 1 week before event.

Rental events with special needs that take place in the libraries after open hours will be coordinated by CLP Manager of Events and Programs.

Rental events in Main meeting rooms or Lecture Hall will be coordinated by Facilities Department.

Branch meeting room requests during open hours will be coordinated by Branch Managers.

Contact Sara Werner at werners@carnegielibrary.org for more information.