Frequently Asked Questions for Event Rentals

What is “Zero-Waste”?  
“Zero-Waste” is an environmental concept that means “little to no landfill”. When “Zero-Waste” is in place and successful, all items used are either reusable, recyclable, or compostable and nothing is being “wasted” or sent to the landfill. Tree Pittsburgh started its “Zero-Waste” initiative for events in the fall of 2022 and soon thereafter, started “Zero-Waste” for our entire campus. We no longer use or bring in any disposable plastic – everything is either reusable (real plates, etc.,) or BPI (Biodegradable Products Institute) certified compostable or recyclable.

What is BPI certified?  
Click on this link BPI - Certified Compostable (bpiworld.org) for BPI information.

Does Tree Pittsburgh provide BPI certified compostables?  
Yes, we have a full inventory of certified compostables for purchase at a fair price for any event. All disposables MUST be purchased from Tree Pittsburgh. An order form will be sent to you once you have booked your event.

What types of events do you have at Tree Pittsburgh?  
Clients rent the space for all types of events including weddings, showers, birthday parties, business meetings, luncheons, retreats, networking events, workshops, symposiums, memorials, graduation parties, holiday parties, or simply friends getting together.

Do you provide any other services for the event (such as catering or decorating)?  
Tree Pittsburgh does not provide any catering or decorating services for our guests. There will be a Tree Pittsburgh Event Supervisor on site for the duration of the event, but the setup, breakdown, decorating, catering, bartending, cleanup, etc., is up to you.
*Do you have tables and chairs that we can use for the event?*

Yes, we have a full inventory of tables and chairs included in the rental. The Event Rental Coordinator will provide you with that information.

*Can we use an outside vendor to rent extra tables, chairs, a bar, a tent, etc.?*

Absolutely! While we do have a supply of tables and chairs for your use during the event, you are welcome to rent your own, as well as any other items you may need for your event. Items Tree Pittsburgh does NOT provide: tent, dance floor, bar or tablecloths. Please discuss any additional items that you are considering renting with the Event Manager.

*D*o you have preferred vendors?

No, you are welcome to select the vendors of your choice. However, when you are choosing a caterer, since we are a zero-waste event space, we require that all disposable items are bpi certified compostable or reusable.

*Do I have to be at Tree Pittsburgh when a vendor drops off tables, chairs, tents, etc.?*

No, once you have informed the Event Rental Coordinator at Tree Pittsburgh of your rental and submitted your invoices from the rental companies, the Coordinator will be in touch with the vendor for appropriate drop off and pickup times for your items.

*When must the rental equipment be picked up?*

If rental items are being left on the property overnight, such as tables, chairs, dancefloor, etc., the preferred pick up date is the following day. All rented items must be wiped down and set out of the way. A proper location for these items can be discussed with the vendor, a Tree Pittsburgh Event Supervisor on site during your event, or the Event Rental Coordinator.

*Do you have a sound system?*
We have a large, cordless Bluetooth speaker that has good sound and is perfect for a small crowd or for giving speeches. We have two compatible microphones as well. We do not have a built-in speaker system that projects to the outside. If you have a DJ or live music, they will need to bring all of their own equipment.

**Can we have a food truck?**

Yes, we welcome food trucks during events if that is your preferred method of feeding your guests. We can accommodate up to two food trucks at a time in the designated area that will be indicated by the Event Rental Coordinator during your tour.

**What can we use to hang up decorations on the walls?**

Yes: You may use a reusable double-sided sticky tape that doesn’t leave residue or pull the paint off of the walls. We recommend you buy “Damage-Free Hanging 3M Command Adhesive Poster Strips”. They are strong enough to hold your decorations and peel off nicely as you clean up. Command hooks, white “fun tack” and blue painter’s tape are also permitted.

No: Please do not use foam style double-sided tape as it is difficult to remove. No duct tape, electrical tape, or packing tape are permitted due to their ability to pull off paint and pieces of drywall.

**Do you provide a bartender?**

We do not provide a bartender. You may hire a bartender if you wish, but you may also bring your drinks and set up your own self-serve bar.

**What are the rules for serving alcoholic beverages?**

Any guest consuming alcoholic beverages MUST BE 21 years of age.

All clients shall maintain a Low Hazard Special Events Insurance plan, including Host Liquor Liability. (This is purchased separately from an insurance company).

Serving alcohol shall stop no less than 30 minutes prior to the end of the event.

At any time, if the Tree Pittsburgh staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.
**Do you set up our tables and chairs for us?**

No, the setup and breakdown of all tables, chairs, and decorations is the responsibility of the client. You may hire someone to set up these items for you. Remember that all setup and breakdown must be done within your agreed rental start and end times.

**Is there someone from Tree Pittsburgh at our event the whole time?**

Yes, there will always be a Tree Pittsburgh staff person on site during the entirety of your event.

**Can I pick up my decorations and leftover food the next day?**

No, everything must go home with you that night. We have a tight schedule between events and cannot hold any items overnight. Tree Pittsburgh cannot accept any leftover food as a “donation”.

**Is the art in the lobby for sale?**

Any art for sale in our lobby will include a price next to the artwork.

**Can we set up tables or rugs on the grass?**

You may set up the white high top tables and the small white side tables on the grass (please speak with the Event Rental Manager for a complete inventory of these items). We do not allow tables for dining or rugs on the grass due to wear and tear on the lawn that may impact other guests’ enjoyment of our space.

**Can we come the day before to set up?**

If you would like to come the day before to set up, there will be a minimum charge of $150.00 per hour, based on availability.

**Can we leave cars overnight in the parking lot?**
No, please make plans ahead of time to make sure there are no vehicles left behind in our parking lot. Our venue is gated and locked when no staff members are present on the property.

*We really love our pets and want to bring them to our party!*  
While we love our furry friends too, only service animals are permitted at Tree Pittsburgh.

*Can we use Tiki Torches, floating paper lanterns, sparklers, or fireworks?*  
We do not permit the use of any of these items. You may use candles in glass vases, but no other open flames are allowed.

*Can I set up a balloon display?*  
We are committed to being environmentally friendly, and do not allow balloons (large displays or otherwise) at our events.

*Can we have confetti and glitter as part of our event decorations?*  
No, confetti and glitter are extremely difficult to clean up and can damage our landscape when used outside.

*Can we throw rice as part of our wedding ceremony?*  
Grains of rice are not permitted to be used during wedding celebrations. You may use bubble or bird seed, but other items are prohibited (including confetti; see above).

*Do you have a catering kitchen?*  
Yes, we have a catering kitchen that has plenty of counter space, a dishwasher, microwave, a full fridge and freezer. The kitchen does not contain a stove or oven, so hot foods must be cooked beforehand and kept in food warmers or crockpots, etc.

*Do you have beverage containers?*
Yes, we have a variety of coffee pots, large coffee dispensers and water pitchers. We also have several large tubs that you can put ice in to keep beverages cold for serving. Please note that we do not provide ice.

**Do you recycle?**

Yes, we take recycling very seriously. Please use our designated blue bins for all of your recycling. You can find a list of what is and what is not recyclable in our catering kitchen.

**What happens to the compost at the end of the event?**

All of the compost is sorted and goes to Agri-Cycle.