

## Capitol Theatre Special Events Policy and Procedures

1. Hourly rentals of the main theatre include all round tables and chairs, buffet and cake tables, and set up, use of our performance stage and curtains, sound system with a single microphone, and a sound and light technician. There are plenty of restrooms and free public parking. Additional amenities and their rates are outlined on our rates sheet.
2. The Capitol Theatre can provide a one stop and shop experience to meet any kind of special event need including coordinating, florals, and decorating. However, unless contracted, the staff of The Capitol Theatre does not coordinate or direct wedding rehearsals, wedding ceremonies, wedding receptions, business meetings, parties or any activities associated with those events. Please consult with your ceremony event coordinator for arrangements and/or direction. Clients are responsible for all sub-contracted vendor arrangements and activities. The client must provide The Capitol Theatre representative with all vendor names and telephone numbers in order for the vendor to be allowed in the property. This is necessary to protect all clients, as well as The Capitol Theatre.
3. The Capitol Theatre will have a representative assigned to monitor all events, which will include preparation and take down. The Capitol Theatre staff and/or caterers will be responsible for the handling of trash before and after an event.
4. The Capitol Theatre offers full catering services through our preferred list. **Any outside catering services that are permitted will be charged a \$500 fee.** No Cooking allowed on premises. No Washing of dishes, utensils or food containers on premises.
5. Our tables are designed to be displayed as they are with a silver metallic modern finish. Linens can be provided for any tables for additional fees.
6. Rehearsal time, if desired, may be scheduled based on availability. Rehearsal time may not necessarily be available on the evening preceding the event or wedding. No decorating will be permitted during rehearsal. Additional charges do apply. There will be no refund for unused or missed rehearsal time. Rehearsal time activities will not include any food service or table and chair setup. Dressing areas are available in the theatre depending on the event and availability. Ironing of clothing or electric irons are not permitted in the building.
7. Set-up time on the day prior to, or on the day before the facility rental begins will be determined based on schedule availability. A fee will be charged. Vendors must check in to a Capitol Theatre representative.. Confirmation of hours chosen should be confirmed with a Capitol Theatre representative before invitations are extended.
8. Any use of candles, lanterns, luminaries, or anything flammable must be approved by a Capitol Theatre representative prior to the event. Sparklers are not permitted. Only bubbles and flower petals may be used to celebrate an event or wedding. Confetti, sparklers, birdseed, silk flower petals, or rice is not permitted. Silly sting, shaving cream, and shoe polish are not permitted Any kind of decorating in the theatre or arrangements on our stage must be approved by the Capitol Theatre
9. The Capitol Theatre and its representatives are not responsible for items lost, stolen or left by clients, members of a wedding party, or guests.
10. The Capitol Theatre and its staff will not be held responsible for any undesirable weather conditions, unforeseen acts of man or nature, disaster, or noise.
11. Music for events must be approved by our staff concerning the type (D.J., live band, instruments, loudspeakers, cd/tape players) music desired. Music must conform to reasonable noise levels. Lewd or obscene content will not be tolerated. The Capitol Theatre staff reserves the right to regulate any music or audio for volume or content at any time.

12. The Capitol Theatre staff also reserves the right to regulate any movie content that is deemed offensive, lewd, or obscene in content.
13. There is plenty of free public parking. Ask one of our staff for locations of available parking.
14. Normal capacities of the theatre are determined prior to the event based on the type of event and layout of the event. We must strictly abide by our legal capacity limits of the city codes. Clients are not to have the number of people exceed determined capacity at any time.
15. The Capitol Theatre reserves the right to not allow entrance to the facility by any client, guests, and vendor that arrive earlier than their designated time. In addition, any client, guest, or vendor that is disruptive may be asked to leave the facility.
16. Alcohol is allowed. The Capitol Theatre reserves the right to determine an alcohol curfew prior to the event. In most instances, the Capitol Theatre operates on a BYOB policy. In the exception of a cash bar scenario, the alcohol must be provided by the same caterer providing food, and by a caterer with an off-premise catering alcohol license. Non-profits or political organizations desiring a cash bar can apply to ABC for a special one day permit. In any case for liability purposes **a licensed and insured bartender must be hired by the clients to serve any kind of alcoholic beverage.** This includes BYOB. All responsibility and liability for serving alcohol is incurred by the client of The Capitol Theatre. All state and federal laws concerning the serving and consumption of alcohol must be strictly abided by. The Capitol Theatre LLC is in no way responsible or liable for any alcohol related incident. The Capitol Theatre reserves the right to terminate the serving and consumption of alcohol at anytime before, during, or after the event. **By signing on the provided line, the client fully acknowledges the above, agrees to sign the Alcohol Responsibility and Release Contract, and assumes all responsibility associated with the serving of alcoholic beverages.**

\_\_\_\_\_ (Client signature)

17. **The Capitol Theatre and its staff will not be responsible or liable for any personal accident, or damage to personal property, before, during, or after a contracted scheduled event.**
18. A non-refundable retainer fee is required to confirm a reservation and hold a desired date. The retainer fee will be credited toward the client's final bill. If a client must cancel an event and desires to re-book a date, the retainer fee and/or the total facility fee will apply to the new date which must be scheduled and used within 12 months of the original scheduled date. A fee of \$500.00 will be incurred for rescheduling to a new date. Otherwise the retainer fee and/or total facility fee will be forfeited. The Capitol Theatre contracts are not transferable.. The balance due of all facility fees must be paid 30 days prior to the event and is non-refundable. The Capitol Theatre rental fees are subject to change, any rental fee change will not affect clients with a contract.
19. In order to provide the best service to the client, it is important to be very deliberate in planning and organization so all details are clear to both Theatre management and the client. Therefore there are several forms that will be filled out. The client must read and sign: (A) this Policies and Procedures sheet, (B) the Rental Facilities Contract, (C) the Catering Services Contract prior to the event, (D) Pre-Booking Letter of Deposit (E) Alcohol Responsibility and Release Contract (where applicable) (F) Vendor Contact List (where applicable). The person who signs the agreements is the designated contact for the event. Any additional charges by the client incurred after the balance due date will be added to the miscellaneous items needed section of the Rental Facilities Contract. Additional charges will be collected the day of the event.
20. The client will be responsible for any legal and collection fees associated with failure to pay in full for any services provided by the Capitol Theatre.

- 21. LIABILITY** You the client will be responsible for any and all injury to persons or damage to property during your use of the premises, including the payment of reasonable attorney's fees, and you agree to hold the owners, employees, agents, servants, and under contract persons harmless as a result of any damage or injury suffered by you, your guests, invitees, attendees, agents, servants, or employees caused by you while on the property of The Capitol Theatre LLC. Furthermore, you agree to indemnify The Capitol Theatre LLC, its owners, employees, agents, servants, and other contract persons in the event they incur any liability as a result of your acts or omission while utilizing the property. Absolutely No standing or attempting to dance on red tables. No walking into lobby or bathrooms without shoes-parents please be aware that kids especially need to put shoes on before going into public areas.
- 22. DAMAGES** You the client will be responsible for all costs and expenses incurred by you in connection with you use of The Capitol Theatre LLC, and agree to comply with the county and state law regulations. Should The Capitol Theatre LLC be required to undertake any repairs to the buildings, equipment, furniture, or grounds as a result of your use of the premises, you agree to pay for the expenses involved to repair said damages to the building or grounds, including payment of any reasonable attorney fees.
- 23. Non-Negotiated Prices and Policies** are subject to change without notice.

*A major credit card is necessary as a damage deposit. Should any damage be incurred, this card will be charged.*

*I have fully read and completely comprehend all the above policies and procedures.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Exp Date