

**ROBERTSON ROOM  
RENTAL RATES**

The Robertson Room is located on the lower level of the Capitol Theatre. The rental area includes the main lobby entrance area, the lower lobby, the Robertson Room, kitchen and lower level restroom facilities

| RENTAL RATES              | Capacity   | Classroom<br>Style<br>Capacity | Formal<br>Dining<br>Capacity | Rental**      | Damage<br>Deposit |
|---------------------------|------------|--------------------------------|------------------------------|---------------|-------------------|
| <b>The Robertson Room</b> | <b>120</b> | <b>45</b>                      | <b>60-80</b>                 | <b>\$480*</b> | <b>\$50</b>       |

**Robertson Room Basic Rental** – Rate is for 5 hours. Additional hours are charged at \$25 per hour.

**Equipment** *(items available at no extra cost)*

6 – 6’ Tables and 2 – 60” Round Tables

8 - 3' x3' Marble-top Tables (must stay in Robertson Room)

Chairs

Localized sound system

Bar facilities including: sinks, cutting table, ice machine, warming oven, refrigerator & coffee pot

***Catering, table cloths, and dishes are NOT provided***

**Additional Labor may be required**

The Capitol Theatre reserves the right to provide additional personnel as necessary to facilitate a particular event (users will be notified). *Any extra costs—including but not limited to—labor, custodial fees, and/or hourly rental fee, will deducted from the damage deposit and any balance due will be billed to you.*

**Banquet Permits**

If there is any alcohol served at the event, it is the user's responsibility to obtain this permit. Permits must be purchased by the user and may be obtained online at <https://www.liq.wa.gov/licensing/online-banquet-permit>. Permits authorize you to provide, but NOT sell, alcoholic beverages.

**NOTE:** Fire Department regulations state that candles with open flames may not be used. Use of votive candles is acceptable. It is illegal to attach anything to any sprinkler heads in the building. All users are asked not to use rice, glitter, bird seed, or confetti inside the building.

For More Information contact Gay Parker at [gay@capitoltheatre.org](mailto:gay@capitoltheatre.org) or (509) 853-8000.

**\*\* Prices subject to change. Additional charges may apply.**