



## CAPITOL ROTUNDA

Standing Capacity: 1,500

Seated: 500

Seated at Tables: 320

### Notes from the CPB Staff:

To complete this form electronically, please save it to your computer before filling it out.

Round tables accommodate 8-10 guests; banquets accommodate 6 guests.

Please submit this diagram via email to [capitolscheduling@utah.gov](mailto:capitolscheduling@utah.gov).

Name:

Contact Phone:

Event Date:

Set-up Time:

Start Time:

Duration of Event:

*Diagrams must be submitted a month before your event date or additional fees may be charged.*

### Requested Equipment

Chairs:

Tables:

Podium:

Garbage Cans:

Other:

*Note: Additional set-up, janitorial, and security fees may apply.*