



CAPITOL ROTUNDA

Standing Capacity: 1,500

Seated: 500

Seated at Tables: 320

Notes from 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 capitalscheduling@utah.gov

Event Title: _____

Setup Time: _____

Event Date: _____

Start Time: _____

End Time: _____

AM Day of Contact Name & Number: _____

PM Day of Contact Name & Number: _____

EQUIPMENT:

Outside Vendor Equipment:

Please list all equipment you are bringing in that is not rented from the Capitol.

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Capitol Rented Equipment:

Chairs: Gold _____ Fruitwood _____ White _____

Tables: Round _____ Banquet _____ Pedestal _____

Easels: Black _____ Gold _____

Other Items: