

## CAPITOL EVENTS

### Function Options

- Pre-show
- Pre-show and interval
- Pre-show and interval vouchers
- Function only (without theatre tickets)  
– subject to availability

Please note, all functions at the Capitol Theatre are based on a cocktail party format. The minimum number for functions is 20 guests.

### Function Areas

#### **Peacock Room**

Maximum capacity 40 guests.

#### **Capitol Suite**

Maximum capacity 40 guests.

#### **Dress Circle Heritage Foyer (Gargoyle Bar)**

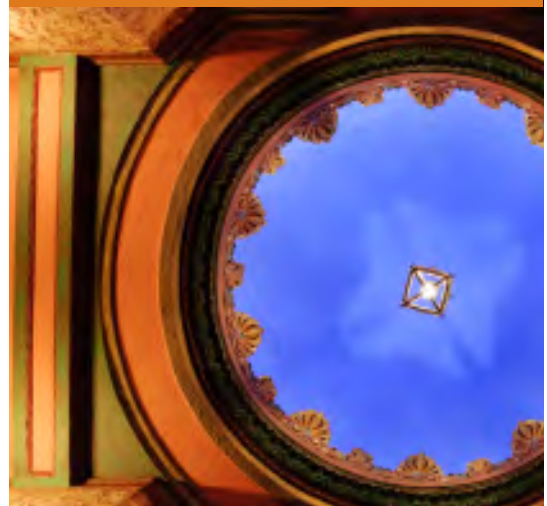
Maximum capacity 60 guests.

#### **Dress Circle Modern Foyer (VIP Area)**

Maximum capacity 150 guests.

#### **Dress Circle Modern Foyer (Art Bar)**

Post-show, maximum capacity 400 guests.



## CAPITOL EVENTS

### Function Formalities

#### Pre-show functions:

- 6.30pm Guests arrive at theatre
- 6.45pm Food and beverage service commences
- 7.45pm Guests proceed to the auditorium
- 8.00pm Performance begins

#### Function packages and pricing:

Our function packages are based on a one-hour pre-show function and include menu, beverages and staffing, unless otherwise stated. For a detailed list of menus, please refer to our menu options. Surcharges for weekend functions may apply.

#### Pre-show packages:

- \$25.00pp Drinks only
- \$60.00pp Conductors Package
- \$67.00pp Directors Package
- \$78.00pp Producers Package

#### Pre-show and interval packages:

- \$30.00pp Drinks only
- \$67.00pp Conductors Package
- \$74.00pp Directors Package
- \$84.00pp Producers Package

We can also customise a menu to your specifications.





## CAPITOL EVENTS

### Drinks Package

**The drinks package includes:**

- Sparkling wine
- White wine
- Red wine
- Selection of imported and local beers
- Orange juice
- Mineral water
- Soft drinks

### Canapé Packages

**Conductors Package**

Please choose 5 items (3 cold, 2 hot) to complete your menu.

**Cold Canapés**

- Petite roasted lamb & mint roll
- Chinese chicken salad with caramelized cashews
- Roasted cherry tomato & bocconcini flan, caper salsa (v)
- Selection of nori, pickled ginger & wasabi
- Tuscan bruchetta, white beans & garden peas (v)
- Salad of baby cos, roasted pumpkin & pickled onions, white anchovy & pine nuts (v).



**Hot Canapés**

- Green olive & tomato confit & ricotta flans
- Tarragon & black sesame crusted prawns, aioli
- Wagyu beef burger, Swiss cheese & relish
- Pizzetta, pumpkin & provolone, ham & cheddar, tomato & olive
- Thai fish cakes with lime, coconut & palm sugar dip
- Selection of vegetarian arancini.





## CAPITOL EVENTS

### Directors Package

Please choose 6 items (3 cold, 3 hot) to complete your menu.

#### Cold Canapés

- Sumac spiced lamb & humus crostini
- Pancetta wrapped asparagus on parmesan crostini
- Organic tofu & shitake rice paper rolls
- Spinach & parmigianino frittata
- Witlof, buffalo mozzarella & saffron apples
- Chinese chicken salad with caramelized cashews.

#### Hot Canapés

- Chicken yakitori
- Indonesian beef satay
- Petite brisket & ale pie
- Mexican beef & jalapeño with red beans & rice
- Peking duck wontons, spiced mandarins
- Shrimps with pancetta & sage
- Selection of vegetarian arancini.





## CAPITOL EVENTS

### Producers Package

Please choose 7 items (3 cold, 3 hot and 1 substantial) to complete your menu.

#### Cold Canapés

- Sydney's freshest rock oysters, mignonette dressing
- Beef Carpaccio, crisp julienne vegetables & truffle mayo
- Thai prawn salad in betel leaf
- Chicken & pistachio balantine, mushroom pate en croute
- Olive shortbread with tomato jelly & fine herbs.

#### Hot Canapés

- Chicken & fennel stuffed mushrooms
- Saffron scented vegetable brochettes, broccoli pesto
- Potato & snapper pie
- Petite Yorkshire puddings with rare beef & béarnaise
- Quail tulips with lemon & garlic crumble
- Selection of vegetarian arancini.

#### Substantial Canapés

- Beetroot ravioli with fennel cream & parmesan
- Chermoula lamb rump, fig spiced couscous
- Yellow chicken curry, jasmine rice & poppodum
- Beef & potato massamun curry.

#### Desserts (additional \$5 per person, incl. GST)

- Pistachio & almond cakes
- Vanilla shortbreads with hokey pokey mascarpone
- Petite chocolate mousse & candy
- Strawberry fool & vanilla Brule.





## Additional Services

### Programs

Price as per each individual production - we suggest one program per couple with a few extras for singles.

### Our famous choc-tops

A choc-top ice cream delivered to your guests as they enter the auditorium at the beginning of the second act is a little decadent and a lot of fun.

### Drink vouchers

Drink and ice cream vouchers can be provided either in addition to or as a replacement for any of our function options. Vouchers are redeemable at all bar areas within the theatre.

### Security

Security is not required for pre-show and interval functions. It is however required for all post-show functions and outside the regular performance calendar.

### Technical requirements

If you need any technical assistance for your function, our technical and building services department will be pleased to help.

### Directions to the venue

The theatre is located at 13 Campbell Street Haymarket, in between George and Pitt Street at the Central Station end of the City.



### Parking

Street parking is not readily available around the theatre. We recommend using the following carparks:

#### Goulburn Street Car Park (Wilson Parking)

Corner of Goulburn and Elizabeth street  
Patrons can receive a special parking rate of \$10 if they validate their ticket in the Box Office foyer after the show.  
Phone 1800 727 5464.

#### World Square Car Park

Corner of Goulburn and Pitt street  
Phone 02 9264 9408.



## CAPITOL EVENTS

### Special Needs

The Capitol Theatre welcomes patrons with special needs and disabilities.

If your question is not answered here please call us on 02 9320 5000.

#### Vehicle Drop Off

There is a pick up and drop off point in front of the theatre on Campbell Street.

#### Disabled Parking

There are two designated disabled street parking spots on Campbell Street in front of the theatre.

#### Access to the Auditorium

Stalls:

- Located at ground level with minimal steps.
- Floor has gradual incline for visibility.
- Wheelchair access through Door 2.
- Suitable for patrons with limited mobility or wheelchair.

Dress Circle:

- Located on the first floor and can be accessed by stairs or lift.
- Seating is raked with a step between each row of seating.
- Less suitable for patrons with limited mobility.\*

\*If you have limited mobility and have purchased Dress Circle tickets please call us on 02 9329 5000 to plan your access.

#### Wheelchair Seating

Stalls Row WWW is a raised platform section reserved for wheelchair bookings. It offers good views of the stage and can accommodate carers or family and friends.

#### Wheelchair Transfer

If you are able to transfer from a wheelchair into a theatre seat you may wish to book an aisle seat in the Stalls. You can do this directly through Ticketmaster or by calling us on 02 9320 5000. The ushers will assist by storing your wheelchair and bringing it to you at interval and the end of the show.

#### Disabled and Companion Card Holder Bookings

All enquiries and bookings for disabled patrons, or Companion Card holders must go through the Capitol Theatre Box Office. Please call us on 02 9320 5000 Monday to Friday 9am – 5pm.

#### All Other Box Office Enquiries

All general bookings can be made through Ticketmaster.

#### Hearing Loop

Hearing Aid Loop is accessible in the majority of theatre seats; turn your hearing aid to T for reception

#### Disabled Toilet

Disabled toilets are on both the Stalls and Dress Circle level.



## CAPITOL EVENTS

The following terms and conditions apply to all event reservations at the Capitol Theatre.

### Reservations and confirmation

Once a tentative booking is made, written confirmation must be received within 5 working days.

If a written confirmation is not received by us in the specified time, we reserve the right to release the tentative booking and allocate the space without further notice to you.

### Deposits

A deposit of 50% of our estimated fees, plus the face value of show tickets to be issued, is payable upon confirmation of your event. The full value of tickets must be paid to us before any tickets are issued.

### Final numbers

Final guest numbers are required no later than 3 working days prior to the date of your event. Changes to guest numbers after this time may attract a surcharge. If final numbers are not confirmed, we will use your estimated numbers as final.

### Surcharges

The following labour charges apply and are charged over and above the function price:

Sunday or Public Holiday - \$10.00 per person.

Post-show until 11.30pm - \$10.00 per person.

Another surcharge may apply if your function goes past 11.30pm.

### Cancellation

Once issued, tickets cannot be refunded or returned to the production.

Cancellation of a confirmed event is required in writing. If an event is cancelled, the following cancellation fees will apply:

Entire event cancelled with:

**Over 21 days notice** - no fee

**Less than 21 days notice** - caterers charge may apply

**Less than 5 days notice** - 75% of the fee estimate

**Less than 2 days notice** - 100% of the fee estimate

### Final billing and additional charges

Immediately following your event, we will invoice you for the remaining fees for your event. Payment of this invoice is due within 7 days of issue. The final invoice will include our fees for any additional services (such as programs and vouchers or additional labour).

Vouchers and merchandise must be paid for in full before they are released to you and our charged amount is based on the face value of the voucher and not the number of vouchers redeemed at our bars.

### Credit card charges

We accept Mastercard and Visa for the payment of your account. We will apply a fee of 2.35% for credit card payments.



## CAPITOL EVENTS

### Exhibits and signage

We are happy to assist with the display of your exhibits or promotional material at your event. During an event it is essential that no fire doors, public entrances or staircases be blocked in any way. As the Capitol Theatre is a heritage building, all exhibits and signage are to be free standing and should not alter the appearance of our heritage foyers. All exhibits and promotional material will be displayed at our absolute discretion.

### Security

Security is not required for pre-show and interval events. Security is required for all post theatre functions. The number of security officers will depend on the number of guests attending the event. We have the right to remove any undesirable patrons from the venue.

### Damages

You remain responsible for and agree to indemnify us for all damages sustained to the theatre during an event caused by you, your agents, representatives and guests.

### Conduct of event

You agree to commence your event at the scheduled time and to ensure that your guests and other persons vacate the function space at the scheduled time, including the removal of any of your signage and set-up. Additional charges may apply if the event is conducted outside of the scheduled times.

You are responsible to ensure that your guests enter the theatre's auditorium in time for the production to commence and after any

interval break. If you or your guests are not seated on time, you must comply with any production lock out requirements.

### Food and beverage policy

Without prior approval we are unable to:

- **Permit liquor brought onto the premises.**  
Upon approval, a corkage charge will apply.
- **Permit outside caterers other than the preferred caterer onto the premises.**  
Upon approval, a menu charge will apply.

### Content of event

If we have any reason to believe that your event or any part of it will affect the smooth running of the theatre, its security or reputation, the management reserves the right to cancel the event without prior notice or liability.

Your event must be conducted in an orderly, professional and lawful manner and in accordance with the conditions attaching to the theatre's licences, including but not limited to the Liquor Act, 1982.

We reserve the right to terminate the event immediately in the case of any perceived breach of this provision.

We have the right to refuse the service of alcohol to any patron deemed to be intoxicated or under the age of 18 years and to exclude or remove any and all undesirable persons from the premises without liability. We operate a strict Responsible Service of Alcohol Policy.