



# CAPITOL THEATRE WINDSOR

## THEATRE OVERVIEW

### Book Your Next Event at the Capitol Theatre!

The Capitol Theatre is a beautiful, 1920s style theatre located in the heart of Downtown Windsor. In the 1970s, the Capitol was subdivided into 3 separate theatres, which now offer renters a variety of performance spaces to suit their audience and budget, or a perfect multi-venue festival solution.

#### PENTASTAR PLAYHOUSE THEATRE (620 fixed capacity)

*Ideal for live theatre and concerts*

- 620 fixed seats
- Fully dressed professional stage
- 5 dressing rooms
- Lighting and Audio Capabilities
- Loading dock



#### DANIEL PATRICK KELLY THEATRE (200 fixed capacity)

*Ideal for cinema and live theatre*

- 200 fixed seats
- Intimate stage
- 2 dressing rooms
- Technical Booth



#### JOY FAMILY THEATRE (80 loose seating, 100 standing)

*Ideal for meetings and receptions*

- Capacity of 100 (flexible seating layout)
- 1 dressing room
- Technical Booth



Fully Licensed Bar  
Capitol Café  
Front of House Staff

Technical Director  
Use of Poster Box in Entrance  
Wheelchair Accessible

Video Recording Capabilities  
Box Office Option Through Theatre  
Insurance Option Through Theatre

To book or for more information please email [bookings@capitoltheatrewindsor.ca](mailto:bookings@capitoltheatrewindsor.ca) or call 519.973.1238 ex. 3



121 UNIVERSITY AVE. W.  
WINDSOR, ON N9A 5P4

[www.capitoltheatrewindsor.ca](http://www.capitoltheatrewindsor.ca)

• LIVE THEATRE • PERFORMING ARTS • CONCERTS • CINEMA • MEETINGS • WEDDINGS • SPECIAL EVENTS •

photographs: John Chan / Perfect Shutter

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## Booking Process

There is a great deal of information that will need to be shared for your event to be a success. Provided below is a checklist that will help guide you through the procedure.

### Booking Checklist

#### Submit **Rental Request Form**

- You may request a rental estimate of your booking beyond the rate card. Details such as booking blocks, requested dates, crew requirements, and equipment needs are necessary for estimate

#### **Booking Meeting** (with Facilities Manager)

- You may request a tour of the theatres at this time if you are unfamiliar with the space

After booking availability has been confirmed by Theatre, complete **Rental Agreement Package**

- **Contract:** Review, sign, and prepare a deposit\*
- **Insurance:** Opt-In Theatre Insurance Form or submit own insurance (see Memo to Agent for details)
- **Box Office:** Opt-In Box Office Form or set up own ticket solution. Please share ticket purchase directions with Theatre once confirmed
- **Marketing:** Review Marketing Information Form, prepare event details, notify Theatre if poster printing is needed
- Notify the Capitol once necessary documents/deposits have been prepared (email or drop off)

#### **Event Meeting** (Facilities Manager, Tech Director, Front of House, key contacts from your group)

- You will need: **Event Preparation Form** (Finalized details regarding your event). Can be emailed.
- Insurance certificate (If providing your own)
- Any outstanding information or requests

**Send a Ticket Sales Report** to the Facilities Manager once event has concluded (if providing own Box Office)

*Final payment for rental balance and technical charges is due within 30 days of the issue date of invoice.*

*All bookings include up to two meetings with Capitol Facility Staff (maximum of 1 hour each). Additional charges will apply if meetings exceed 1 hour.*

\*Deposit can be made by:

Visa, Mastercard, Debit

Cheque: Made payable to Windsor Symphony Society



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