



Royal Theatre Rental  
Building Use Checklist  
&  
Use of Kitchen and Linens

### Building Use Checklist

Use this checklist at the close of your event. Initial to show your compliance and return this with the theatre key. Thank you.

- Cleaned all spills and vacuumed.
- Returned tables and chairs to their proper places.
- Removed all trash (including restrooms) and placed in dumpster.
- Returned thermostats to 80 degrees in summer and 65 degrees in winter.
- Removed all personal property from the facility.
- Checked and locked all doors.
- Reported any problems or damage to the box office (660-385-2924).
- Returned key.

### Use of Royal Theatre Kitchen Facility and Linens

Rental of the Royal Theatre Reception Hall includes access to:

- Twelve 60" round tables that require table linens.
- Six 36" round glass-top tables.
- Two 96" rectangular tables (serving tables).
- 120 gold wooden chairs.
- Kitchen facilities, which include:
  - 4-burner stove with oven
  - Refrigerator
  - Kitchen sink for wash-up
  - Dishwasher
  - Breaker capacity for 4 roaster ovens
  - Serving utensils

The Royal Theatre also rents table linens, which include:

- 20 black round
- 20 black rectangle
- 6 emerald green round
- 11 bright red round

**The charge for table linens is \$5.00 per table, which includes cleaning fees.**

**At the close of the event, collect tablecloths and place them on the wooden pews in the reception hall. The box office staff will launder them.**

Any questions or concerns? Call the box office at 660-385-2924.