

Norwich Puppet Theatre Hire Enquiry Form



Your Details

Your name(s)

Company/group name

Contact phone number

Email address

Postal address, including postcode

Your Hire

Type of Event

e.g. rehearsal, conference, party

A brief outline of what the event will involve.

Preferred date(s)

provide options if you have them

Preferred start and end time(s)

provide options if you have them

Approximate number of participants/attendees

Approximate number of people managing the event (if applicable)

Which space would you like to hire?

Main Theatre Octagon Studio
Whole Building

Will this be a public event or for invited attendees only?

Public Private Not Sure

Will you be requiring technical support throughout your hire?

Yes No Not Sure

Will the bar/cafe be open during your event? (this will be run by NPT)

Yes No

Will a license extension be required? (Beyond 11.30pm)

Yes No

Will you require time to set up your event? If so, please state how long you will need and whether this would be on the same day or the day before your hire.

Briefly outline what furniture or NPT equipment you think you will require, if any.

Any other information we need to know, including additional access requirements.

Suggested time(s) and date(s) for a site visit if required.

Once you have completed your form, please save as a PDF and email to info@puppettheatre.co.uk
Alternatively, print and post to **Norwich Puppet Theatre, St James, Whitefriars, Norwich, NR3 1TN**
We will then be in touch to confirm dates and discuss arrangements.