**Norwich Puppet Theatre**

**General Enquiry Form**

**Your Details**

|  |  |
| --- | --- |
| Your name(s) |  |
| Company/group/organisation (if relevant) |  |
| Contact phone number |  |
| Email address |  |
| Postal address, including postcode |  |

**Your Event**

|  |  |
| --- | --- |
| Type of event e.g. workshop, rehearsal, party |  |
| Brief description of event |  |
| Preferred date(s) (Please provide options if you have them) |  |
| Number of participants/guests |  |
| Number of facilitators/leaders/organisers |  |

Which space(s) will you be hiring?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Octagon Studio (40 capacity)  |  | Main Theatre (140 capacity) |  | Both Spaces |  |
|  |  |  |  |  |  |

**Timings**

For now, we just need to know start and end times. Just leave the set up and pack away times blank if they are not relevant to you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisers set up from** |  | **Event finishes** |  |
| **Event start time** |  | **Organisers packing up until** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Technical Support**

Will you require technical support during your hire, e.g. for operating lighting, sound, or presentation slides?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please provide details below:

|  |
| --- |
|  |

Will you be bringing your own technician(s) to set up and to operate during the event?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Technical Equipment**

We have professional sound and lighting equipment here at the Theatre, but we may need to hire in extra specialist equipment to meet your needs. If this is the case, we will let you know the additional costs this will incur.

Would you like to use our screen and projector? (£40 fee)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Would you like to use our red swag? (£15 fee)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Would you like to use our star cloth? (£15 fee)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Would you like to use our glitter ball (£10 fee)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Please provide details of any other equipment you think you will require (such as microphones, specific gobos, a dry ice machine, PA etc.)

|  |
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|  |

If you are bringing your own equipment, please be aware of the following:

* All electrical equipment you bring into the Theatre needs to be PAT tested
* Any fabric backdrops or curtains used on stage need to be flameproofed
* Any rigging at height must be done by a member of NPT staff/our technical team

**Additional Information**

Is there any other information we need to know, including additional access requirements?

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**Visit to the Theatre**

Suggested time(s) and date(s) for a site visit if required. Please note that Wednesday afternoons are usually the best time for us.

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|  |

Once you have completed your form, please save as a PDF titled with your names 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 discuss dates and arrangements.