**Norwich Puppet Theatre**

**Weddings and Ceremonies Enquiry Form**

**Your Details**

|  |  |
| --- | --- |
| Couples’ names |  |
|  |
| Contact phone number |  |
| Email address |  |
| Postal address, including postcode |  |

**Your Celebration**

Please select one

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ceremony only (2h) |  | Ceremony and Drinks (4h) |  | Reception only (8h) |  |

|  |  |
| --- | --- |
| Ceremony and Reception (12h+) |  |

|  |  |
| --- | --- |
| Preferred date(s)  (Please provide options if you have them) |  |
| Number of guests |  |

Which space(s) will you be hiring? The foyer area is always included, and we will not have a second event on at the same time. Please note that official ceremonies can only take place in the Main Theatre.

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

**Timings**

We will ask for more thorough timings closer to the time, for now we just need to know start, end and ceremony times.

|  |  |  |  |
| --- | --- | --- | --- |
| **Guests' arrival from** |  | **Ceremony end time** |  |
| **Ceremony start time** |  | **Guests’ leaving time** |  |

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

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

**Technical Support**

We will provide a technician who will operate the sound and lighting during your ceremony and who can support live music.

Will you have any live music during your ceremony or reception?

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

If yes, please provide details below:

|  |
| --- |
|  |

**Technical Equipment**

We have professional sound and lighting equipment here at the Theatre, but we may need to hire in additional 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? (£30 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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| --- |
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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

**Decorations**

As standard, we provide a black cloth to cover the pulpit and the ceremony table. All other decorations will need to be provided by the couple. Any decorations which require elaborate set-up/fixing will need to be discussed beforehand.

Would you like to use our red ‘swag’ curtains? (included in price)

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

Would you like to use our star cloth? (included in price)

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

**Additional Information**

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

|  |
| --- |
|  |

**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.

|  |
| --- |
|  |

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.