

NORWICH
Repeat
THEATRE

Weddings & Ceremonies

Information Pack

2024-2025



Yasmine and Michael's Wedding
Photography by Beth Moseley



Our Theatre

A unique and versatile venue, Norwich Puppet Theatre has a church exterior, period features and a fully equipped working theatre stage.

Norwich Puppet Theatre Trust is a charity and all profits from our hire events go back into running our amazing venue and producing more wonderful creative work.

Norwich Puppet Theatre has an active touring theatre company and an extensive outreach programme. Our family puppet shows tour venues and schools nationally and internationally. Our inspirational workshops deliver high quality creative experiences to children throughout our region, in schools and community settings. We deliver outstanding live theatre and educational experiences for families and communities of all ages, communicating wonder through a wide-ranging programme of shows, events and activities focussed on puppetry and related art forms.

Spaces

Main Theatre

Our Main Theatre is licensed to host official ceremonies. Couples can 'tie the knot' in front of their friends and family on the Theatre stage. This space offers the retro style of a classic theatre, with theatrical lighting and the opportunity to create your own backdrop with the blank canvas that is our stage. We can provide the red curtains and star cloth.

The raked seating promises an excellent view of the proceedings for up to 140 guests, and the aisle steps provide a dramatic entrance framed against the medieval window at the top.



Main Theatre - Meike and Andrew's Wedding
Photography by Mark Raines



Octagon Studio - Laura and Keiran's Wedding
Photography by NPT Staff

Octagon Studio

We also have a smaller studio space. This space can be used for non-legal ceremonies for up to 40 guests. It can also be used for food and drinks, dancing and more.

Garden

For fair-weather events, we have an outside space at the back of the Theatre. This includes a green benched area which is covered by trees and an amphitheatre space which can be used for a band. Outdoor catering can park in the car park with direct access to this garden space. Please note that not all of the garden area is wheelchair accessible.

Availability

The Theatre has availability for ceremonies all year round. We can usually only accommodate larger weddings between June and September. At other times of year we prioritise Theatre activities, but we may have some dates available. Please contact the Theatre with your preferred dates.

Ceremonies can take place at a time to suit you. We are flexible and can offer evenings and weekdays as well as weekend options. We never have more than one hire event at once, so you and your guests will have the Theatre to yourselves.

We are happy to advise on how your reception can be accommodated and how to make the best of the available time and space.

The Theatre is licensed up to 11.30pm. A late license can be applied for if required.



Yasmine and Michael's Wedding
Photography by Beth Moseley

Key Information

- Availability** January – November, but larger weddings June – September only.
- Guests** Our standard prices are for up to 80 guests, but we can accommodate up to 140.
- Timings** Your hire can be between 2-12 hours.
- Registrars** A booking cannot be secured until you have booked someone to perform the legal ceremony (this is a separate cost).
- Car Parking** We have a very small car park on site with space for about six cars. Two spaces must be reserved for the registrars. Your guests may park at nearby public car parks such as St Saviours, which is a two minute walk away
- Payment** We will take a 20% deposit upon confirmation of your booking. The full amount will then be due 3 months before your event. We can also discuss payment in three instalments if required.





Personal Touches

Decoration

The theatre building is already adorned with original puppets from past and current shows and provides a fascinating backdrop as it is. However, you are welcome to come in and dress the spaces you have hired to your own taste, providing the puppets who live here aren't too disturbed.

We can provide the red curtain and twinkly star cloth for the main theatre, but apart from that, the Theatre is a black box space and the Octagon is a white box space.

Staple guns and white tack are not allowed, but our spaces have hooks and other fixing points that you are welcome to use.

Our staff can advise on areas which can and cannot be decorated at your venue visit.

Entertainment

Bands, musicians, DJs and other entertainments are welcome. Our team will support whoever is hired to make sure they have the right setup for their performance. If we don't have the right equipment, we will be able to hire it in, but this may incur additional costs.

Food and Drink

Bar

We have a licensed bar on site which we will manage throughout the event. If you know your guests are fond of certain beverages you can request we stock these beforehand. Alternatively, you can pay corkage on any wine you bring yourselves.

We use plastic cups and 'glasses' in the Theatre due to the stone flooring. You are welcome to hire glassware in if you prefer.

Food

All catering needs to be brought in as we don't have a kitchen on site. There is space for outdoor caterers in the car park (although this limits space for guest parking), or BBQs and other caterers can set up tables and gazebos in our garden. Some previous catering choices include pizza vans and portable paella.

The Octagon Studio is often used as the food area. There is enough space for a modest sit-down meal, although most of our couples go for more casual dining options such as buffets.

The couple or their catering providers will need to supply crockery, cutlery, table dressing (cloths and mats), and waiting staff if required.



Gary and Glen's Wedding
Photography by Andy Dunn



Laura and Keiran's Wedding
Photography by Kim Williams Weddings

What's Included

- Staff to greet guests, run the bar and support the smooth-running of your event
- A technician to operate sound and lighting during the ceremony
- Access to our foyer space, including bar
- Access to our outside areas, including the garden
- Pre-event visits for photographers, caterers etc. to plan their part of the day (these appointments must be arranged in advance)
- Basic furniture such as tables and chairs
- Stage lighting pre-set to light your ceremony
- Capacity for up to 80 guests in the Main Theatre or 40 guests in the Octagon Studio

Please note, our staff will be here to support you throughout setting up and running your event, but we do not offer a wedding planning service.



Ceremony Only (2 hours)

- Either the Main Theatre or Octagon Studio for your ceremony / non-legal ceremony
- Access to the venue for two hours on the morning of your ceremony to add personal touches to the ceremony space and foyer (usually 9-11am)

Ceremony and Drinks Reception (4 hours)

- Either the Main Theatre or Octagon Studio for your ceremony / non-legal ceremony
- Access to the venue for four hours the day before your celebration to add personal touches to the ceremony space and foyer (usually 2-6pm)
- Access to the venue for two hours the following day to pick up personal items/decorations

Ceremony and Party (8-12 hours)

- Access to the Main Theatre and Octagon Studio
- Access to the venue for four hours the day before your celebration to add personal touches to the ceremony space and foyer (usually 2-6pm)
- A technician to support the set-up of any bands/performers
- Access to the venue for two hours the following day to pick up personal items or decorations

Examples of optional extras that the Theatre can provide for an additional cost

- Access to the venue for extra time either on the morning of, or the day before the event
- Use of our projector, screen, outdoor gazebos, outdoor lighting or other specialist technical equipment
- Capacity to invite up to 140 guests
- Storage of wedding items for an extra day
- A late license to go beyond 11.30pm

Prices

Please note that the below prices are a guide only based on a celebration for 80 guests or less. To see what is included in the price, please see the previous page. For extra costs, including bank holiday weddings and events for up to 140 guests, please get in touch. These are our prices for 2024-2025.

	Weekday Weekend	
Octagon Studio		
Non-legal Ceremony (two-hour hire)	£650	£800
Non-legal Ceremony & Drinks Reception (four-hour hire)	£950	£1,200
Main Theatre		
Ceremony Only (two-hour hire)	£800	£950
Ceremony & Drinks Reception (four-hour hire)	£1,200	£1,400
Both Spaces		
Ceremony & Drinks Reception (four-hour hire)	£1,550	£1,800
Late Ceremony & Party / Party only (eight-hour hire)	£3,100	£3,600
Ceremony & Party (twelve-hour hire)	£3,800	£4,200



Laura and Keiran's Wedding
Photography by Kim Williams Weddings



Next Steps

If you are interested in having your wedding or celebration at the Theatre, please fill in one of our wedding enquiry forms and email it to

info@puppettheatre.co.uk

We can then get back to you to pencil in dates, discuss your plans and arrange a visit to the Theatre.

Or get in touch if you have any further questions.

"We were blown away with how smoothly the ceremony went, and how attentive your entire team were to us and our guests.

Many of our guest[s] commented [on] how great the Puppet Theatre is for a wedding venue, and we will certainly be recommending it as a venue in the future."

- Groom

www.puppettheatre.co.uk

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 @Norwich_puppet

Norwich Puppet Theatre

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Whitefriars
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Reg. Charity 271041



Katie and Jake's Wedding
Photography couples own



Laura and Keiran's Wedding
Photography by Kim Williams Weddings

NORWICH
Puppet
THEATRE

NPT Main Auditorium

Photography by Leigh Anderson

