



## Northern Stage - Wedding Receptions - Frequently Asked Questions

### The Venue

Q. Do you have more than one wedding reception at the venue on the same day?

A. No, when you book your reception at Northern Stage you will be the only wedding party.

Q. Is the venue fully accessible?

A. Yes, we have a fully accessible building, both outside and in. The venue has three lifts providing access to all parts of the building and fully accessible WCs.

Q. Do you have a car park?

A. We don't have a private car park but there are several pay and display car parks within a few minutes of Northern Stage (Claremont Road, Civic Centre, Eldon Garden and Percy Street multi-storey). We are also moments away from the Metro, bus and taxi interchange at Haymarket if you decide to leave the car at home.

Q. Can the wedding party be dropped off or collected directly outside of Northern Stage?

A. Yes, there is a drop-off and collection point directly outside the venue on King's Road which can be used for carriages. Any collections and deliveries of supplies or equipment made in advance can also be made here. For events in Stage 3 the specific entrance to this space can be used.

Q. Do you supply a Master of Ceremonies?

A. A dedicated manager will be looking after your reception and they can act as your toastmaster if you wish.

Q. Are children allowed in the venue?

A. Yes, of course provided they are accompanied by a responsible adult and of course licensing rules apply with regard to the serving of alcohol.

Q. Where can the wedding party have photographs taken?

A. Within our venue itself, our giant 'LOVELY' sign above our Foyer Bar, a prop from a past Northern Stage production, is a popular feature in photographs. You can also make use of the Union Lawn to the front of Northern Stage and there are excellent photograph opportunities available on Newcastle University's nearby Quadrangle and Arches on King's Walk. Just two minutes away are the iconic Newcastle sculptures of the 'River God Tyne' and 'Swans in Flight' by David Wynne in the Civic Centre Courtyard. We are also a short car journey from a range of local attractions such as the Quayside.

Q. What time will the venue and bar close on our wedding night?

A. Our normal closing time is 11.00pm however we have a late licence for private events so you can keep celebrating 'til the early hours. Just let us know what time you have in mind. The bar(s) will close for orders half an hour before the venue closes.

Q. Can we hire the Foyer Café Bar and Stage 3 or just one of the spaces?

A. It's entirely up to you. Many wedding reception hirers choose to hire both spaces, the Foyer Café Bar for the wedding breakfast in the afternoon and Stage 3 for evening celebrations. However either event space can be hired on its own for the full duration of the reception. What suits you best may depend on your guest numbers as well as your plans for the day.

Q. Can we play our own music during the reception?

A. Yes, there is a sound system in both the Foyer Café Bar and Stage 3 for you to play music through an iPod or MP3 player.

Q. Can you accommodate a live band or DJ?

A. Yes, bands and DJs can perform in both our Foyer Café Bar and Stage 3. Please ask us about how Northern Stage can assist with preparations for your live entertainment.

Q. Can we arrange items such as photo booths, illuminated letters and other props?

A. Yes, you are more than welcome to bring items providing electrical items are PAT tested.

## Food and Drink

Q. How long does a typical wedding breakfast take?

A. Wedding breakfasts vary in length depending on various factors including the number of courses and whether you plan to have speeches between courses. However a three-course wedding breakfast usually takes around 2 to 2.5 hours.

Q. Do you allow outside catering or corkage?

A. We have an award-winning restaurant, McKenna's at the venue offering a range of function menus and we can also create bespoke menus to suit a broad range of tastes and budgets. We are also a fully licensed venue with an extensive bar. As such outside catering and corkage is not permitted.

Q. Do we have the opportunity to taste our food choices?

A. Yes, if you have booked the venue for your reception you will have the opportunity to sample food choices with McKenna's which will help you to decide your menu options. Please speak to us for more details.

Q. Do you cater to dietary requirements?

A. Yes, if you or your guests have any special dietary requirements please let us know sufficiently in advance of the day.

Q. Is it necessary to cater for the actual number of guests attending?

A. Yes, we do ask that the catering order reflects the number of guests. We would hate for anyone to go hungry and are sure you would too!

Q. Can we bring a wedding cake?

A. Yes please do bring a wedding cake.

### Room Set-Up and Decoration

Q. What is included in terms of the table set-up?

A. All crockery, cutlery and glass wear are included. You will need to provide centre pieces, runners or table/place cards or other items should you wish to have these.

Q. Do you supply table linen and napkins?

A. We provide paper napkins and if you would like linen table cloths and napkins we have preferential hire rates and terms with local suppliers.

Q. Can we bring our own decorations?

A. Yes, please speak to us about your plans and we will advise you accordingly.

Q. Do we come in and set up ourselves or is this a service you provide?

A. We will set up the spaces and tables for you including decorations and place cards. All we require are clear instructions on how you want the space(s) set up.

Q. What time can our suppliers access the venue on the day of the wedding?

A. Northern Stage opens at 9.30am. We recommend items such as fresh flowers and the wedding cake are delivered on the day. Items such as table decorations, favours and any other items can be delivered in the preceding days and stored for you.

Q. Do you supply highchairs?

A. Yes.

Q. Do you allow candles in your venue?

A. Unfortunately we do not allow any naked flames in Northern Stage. You are welcome to bring LED candles.

### Booking and payment

Q. Can we make a provisional booking?

A. Yes, a provisional booking can be held for a period of seven days which we hope will help you to coordinate your booking of the ceremonial venue, registrar and any other arrangements.

Q. What are the payment terms?

We require a deposit of £250+VAT, which is non-refundable and non-transferrable, to secure the date. The final balance of the venue hire and the payment for pre-ordered food and drink is required 2 weeks in advance of the reception.

Q. Is there a charge for credit card payments?

No, there is no charge for credit card payments.

Q. Who do I make cheques payable to?

A. Please make cheques for venue hire payable to Northern Stage and for catering payable to McKenna's Catering Ltd.

Q. Can I make payments online?

A. Yes, let us know if you would like to pay in this way.