



## All you need to know about planning your Wedding with Tyne and Wear Archives and Museums

### *Discovery Museum / Great North Museum / Laing Art Gallery*

**Q: Can I use confetti at the venue?**

A: Confetti can be used outside the venues entrance and must be biodegradable. Confetti cannot be thrown inside any venue.

**Q: What are the minimum numbers required to hire the venue?**

A: Minimum numbers will depend on your confirmed numbers, we do not impose a minimum spend on catering and all final numbers are due 14 days prior to the wedding date.

**Q: What is the maximum number of guests for a wedding breakfast at the venue?**

A: Discovery Museum – 350  
Great North Museum: Hancock – 350  
Laing Art Gallery – 80

**Q: What is the maximum number of guests for an evening reception?**

A: Discovery Museum – 350  
Great North Museum – 350  
Laing Art Gallery – 100

**Q: Where do you allow photos to be taken?**

A: Most areas are accessible for photos but it is recommend you check this with your event co-ordinator as it depends on your venue and any temporary exhibits that may be on display.

**Q: Do you have disabled access?**

A: All of the venues have disabled access and working disabled toilets.

### *Ceremony*

**Q: Do I need to book my own registrar?**

A: Yes, you must book your own registrar; the registrar's fee is not included in your venue hire fee. For more information please contact [registrars@newcastle.gov.uk](mailto:registrars@newcastle.gov.uk) or call registrars on 0191 278 7878 and ask for "Registrars".

**Q: Do you provide a Master of Ceremonies?**

A: Yes we do, a member of staff will ensure the timings of the wedding are adhered to and will announce the speeches. Our team will also usher guests through each stage of your wedding day.

**Q: Can music be played during the ceremony?**

A: Yes, you can have your own live entertainment or you can use the venues PA system to play a CD / iPod / MP3 (Please note all entertainment must provide PLI cover from £5 million and provide any PAT certificates)

**Q: What is the maximum capacity for a wedding ceremony?**

A: Discovery Museum – 350  
Great North Museum: Hancock - 443  
Laing Art Gallery - 120

**Q: Can we hold our preferred date?**

A: Yes, we can hold a date for up to 14 days while you decide on your chosen venue and contact the registrar's office.

**Q: Will the exhibition change before my wedding date arrives?**

A: The 18<sup>th</sup> and 19<sup>th</sup> Century gallery exhibition may be subject to change from time to time. Upon request, your events coordinator will endeavour to give you the most up to date information regarding changes to the exhibition and any changes to the colour of the walls.

### ***Food and Drink***

**Q: Do you have a cake stand and knife?**

A: Cake stand and knife are available at the Discovery museum, Laing art gallery and Great North Museum: Hancock. (Please note cake stands must be pre-booked)

**Q: Can I bring a wedding cake?**

A: Yes

**Q: Can we bring our own food and drink?**

A: Discovery Museum, Great North Museum: Hancock and Laing Art Gallery do not allow outside Catering. Sodexo Prestige provides catering at all three of these venues and can provide bespoke menus. The venues allow the below to be brought in with a corkage fee  
Sparkling wine / Champagne for drinks reception / toasts £15 + vat per standard bottle  
Wine for wedding breakfast £16.67 + vat per standard bottle.

**Q: Do you hold food tastings to help us decide what we would like to choose?**

A: If you have chosen to have a three course sit down meal, you can book a tasting with your event co-ordinator 4 months before the wedding date to arrange this. If you wish to taste the buffet or canapé options charges may apply.

**Q: What happens if some of our guests have dietary requirements?**

A: We require all dietary information at least two weeks prior to the wedding date and they will be catered for with an appropriate meal.

**Q: What time will the bar close?**

A: Last orders at the bar will be 11.30pm with everyone leaving the venue by 12am. (Late license available at an additional charge)

**Q: Can I hire in a candy floss machine or popcorn cart?**

A: Yes, for your wedding will do allow candy floss, popcorn, crepes and waffle carts. (We will require PLI from £5 million and any PAT certificates)

### ***Room Decoration and Set Up***

**Q: Do I need to hire crockery, glassware and table linen?**

A: Discovery Museum, Great North Museum: Hancock & Laing Art Gallery – Sodexo Prestige will supply this within the catering costs of your booking. Should you hire the venue without catering, cloths will be charged at £2.50 + vat per table.

**Q: Do you provide table centre pieces?**

A: No, you will need to provide your own table centre pieces. If you decide to make this yourself we can set them up for you. We ask our couples to put together a mock version and send us a picture so we know exactly how you would like it to look.

**Q: Do you supply highchairs?**

A: Yes

**Q: Do you allow candles in the venues?**

A: No, due to the collections at the venues we do not allow open flame candles. LED candles and battery operated tea lights are fine.

**Q: Do you provide table number stands?**

A: Yes

**Q: Can we set up the room the day before the wedding?**

A: This will depend on the room you have chosen for your wedding, please contact your event co-ordinator for information.

**Q: Do you have a dance floor**

A: We do not supply dance floors but you are able to hire this in if chosen.

### ***Entertainment***

**Q: Do you have a PA system?**

A: Yes, the PA system is ideal for speeches and background music. The PA system is for speeches CD, iPod or MP3 use only.

**Q: Do you have disco lights?**

A: No, any disco lights will need to be provided by the DJ or Band. The Discovery Museum has uplighters that can be set on red or blue around the Great Hall to add some more atmosphere.

**Q: Can I hire a magician or other entertainment**

A: Yes, all entertainment hired for your wedding will need to provide a copy of their PLI cover which must cover a minimum of £5 million and PAT certificates for all electrical equipment.

## ***Payment***

**Q: Do we have to pay a deposit?**

A: Yes, a 30% estimated deposit will be requested at the point of confirmation. The payment must be paid within 14 days of confirmation.

**Q: How many other payments will be needed?**

A: After the deposit we require the final balance 14 days prior to the wedding date. There are no payments needed between these two payments.