

*To Those of You Thinking about having
a Themed Wedding in the Riverside
Theatre*

*This is a short pack, designed to give Couples
initial information and costings on holding
their Special Day in the Riverside Theatre.*

*We can assist you with every aspect of the
occasion and would encourage you to ring us
and make an appointment to call in for a
comprehensive look around the premises and an
informal meeting with staff.*

We can tailor the event to suit your budget.

*Please contact the Theatre Manager, Jeremy
Lewis, who can be reached by 'phone on 02870
124430.*

Booking Information

Working with the Registrar

1. Upon confirmation of the availability of the date at Riverside, you must contact the Registrar's Office in Coleraine **to book the Registrar to attend at Riverside to perform the Ceremony** (Tel: 028 7034 7020). In general the Registrar will perform ceremonies Monday to Friday 9am-1.15pm, 2-4pm and Saturday 10am-1pm subject to availability.
2. Please be aware that Fridays and Saturdays will often be busy and booked up to 3 years in advance. The Registrar will require a minimum of 2-4 weeks notice of the Intention to Marry and will require forms to be completed and payment of a fee for their services in the region of £150-£170.
3. **The content of the Civil Ceremony should be discussed with the Registrar** who has guidelines which must be adhered to. In particular, please note that no religious music, activities, or inference can be part of a civil legal ceremony.

Working with the Riverside

1. The Riverside Theatre is licensed to hold Civil Marriage Ceremonies. Bookings for the use of Facilities and Rooms within the Riverside Theatre must be made with the Manager, Jeremy Lewis, and he will be pleased to meet you well before the event to show you round the premises and to discuss how the Theatre can assist you.
2. Prospective clients booking the Riverside Theatre as a venue for their wedding will be invited to view the facilities and discuss their plans. You should plan for three site visits at the beginning of planning, the middle and towards the end. Rehearsals are generally not required.
3. Clients will be required to provide written information on the nature, duration and scheduling of the event at the first site visit. All bookings must be made in writing and cover the agreed schedule of activities including setting-up/dismantling time. Any variations or extensions to the event must be agreed by both client and Riverside.
4. A provisional booking can be held for 28 days from the date of booking, after which it will be released. A non-refundable deposit of the agreed fee is payable on confirmation of the bookings.
5. If the services necessarily provided for the event exceed those quoted, additional charges will be made. These will be itemised on the invoice.
6. **We suggest that all arrangements should be confirmed in writing with Jeremy Lewis no later than 14 days before the event.** Failure to confirm may lead to cancellation of the event.

Riverside Theatre Venue

The auditorium is licensed for the performing of Civil Marriage Ceremonies.

The Theatre Foyer and adjoining rooms are suitable for drinks receptions and buffet-style entertaining. Formal dining can be accommodated in rooms or in a marquee nearby at additional cost.

The Venue Hire Fee for the Auditorium and Foyer is £300 + vat for one day, to include all setting up and dismantling time, the presence of the Operations Supervisor and a sound/lighting technician, and a standard room/lighting and sound arrangement.

Frequently asked Questions:

1. **Can I tailor the Ceremony itself to suit my tastes?** The Registrar performs this legally binding Ceremony, therefore you must discuss and agree your preferences with the Registrar.
2. **Can I theme the day or the venue to suit my tastes?** Yes of course, that is part of the charm of the Riverside as a unique venue. The theatre lends itself to creative room dressing and entertainment. We can source or recommend a number of service suppliers.
3. **What size of group can be accommodated?** We can cope with any parties from over 50 persons, up to a maximum of three hundred. The number in your party will dictate the kind of catering arrangements which Riverside can accommodate.
4. **Can I have a bar facility?** We have a licensed bar, which can be opened to order to accommodate your Wedding. We cannot serve alcohol for one hour before the Ceremony in accordance with the legal requirements of the General Registrar.
5. **What kind of catering can you offer?** We recommend a buffet style service with informal seating.
6. **Can you offer advice and assistance?** Yes, we are able to offer advice and assistance in the following areas. The Costs are dependent on your requirements: Entertainment, Floral Decoration, Cars, Pipers, Costume and Set Design, Special Lighting and Sound, Musicians and Photographers.
7. **What kind of catering is possible?** We work with a number of caterers, and they should provide you with detailed quotations to include linen, cake stand & knife, all equipment hires and special dietary requirements.

Conditions of Hire

Conditions for the use of facilities and/or grounds of the Riverside Theatre

A. Event Specification or

- I. Clients should ensure that they are fully aware of the extent of the rooms or parts of Riverside to which the booking relates, and that any space requirements are met.
- II. An upper limit on numbers for an event will be agreed by both parties.
- III. The Riverside Theatre reserves the right to impose further specific conditions it considers appropriate to the circumstances of a particular event.

B. Services

- I. An overall plan of event arrangements should be agreed with the Riverside Theatre in advance of the event taking place.
- II. Please note that preparation and dishwashing facilities are very limited. Caterers should be aware that this will have to be done off-site. Removal of rubbish off-site and basic cleaning must be carried out by the caterer immediately after the event has ended. The client will be responsible for ensuring that the caterer complies with these conditions.
- III. Entertainment is permitted on approval of the Riverside Theatre, and an overall plan must be agreed before the event.

C. Technical Support

- I. No trade stands, exhibits, signs, displays, advertising material or decorations are to be fixed in any way whatsoever to walls, floors or ceilings without prior approval.
- II. The use of any equipment brought in by the client or service providers must be described in advance and its appropriateness and operation approved by a representative of Riverside Theatre. All electrical, gas, smoke or special effect installations or fittings must comply with safety requirements to the satisfaction of Riverside, and have a recent safety test certificate.
- III. Fire exits must not be blocked or impeded in any way at any time.
- IV. Storage of materials is not usually possible unless otherwise agreed.

D. General

- I. The client or their representative must not contravene any common or statutory law and, in particular, must not contravene any law relating to health and safety, licences for trading, entertainment and alcohol and to copyright, performing rights, trading standards and consumer legislation.
- II. The client will be liable for the costs of making good any damage caused by negligence or by the negligence of its agents or contractors. The client will also be liable for damage done to the fabric or property by those persons attending the event. The client should ensure that they have adequate liability insurance to cover their event.

E. Fees and Payment

- I. Charges levied will depend upon the nature of the event and additional facilities or services required and will be quoted to the client in writing. By confirmation of the booking, the client accepts all the conditions, facilities and other charges that have been quoted. Charges are quoted at current rates and may be subject to alteration. Any such alterations will be advised to the client as soon as possible.
- II. An invoice will be issued after the event.
- III. Terms of Payment: Payment is due 28 days after the invoice date. Cheques should be made payable to The Ulster University.



Live piano - the perfect background for a distinctive event..

Music forms an important part of any celebration, and the refined piano sounds of Eric Boyd, our resident musician, will help make your wedding experience truly memorable.

Subtle piano music gives your wedding that extra sparkle, whether for the wedding ceremony itself or as a subtle backdrop for the wedding breakfast or as a gentle alternative for your evening entertainment.



Details of the Wedding Service

Before the ceremony, 15 minutes of appropriate music leading up to the entrance of the bride. Light classical music, jazz or songs from musicals works very well pre-ceremony. Brides sometimes like to request a favourite song that they know their groom would like to hear as a surprise before the ceremony.

The Ceremony

- Music as your guests arrive for the Ceremony
- Brides entrance (Bridal March, Wedding March, or your choice of Wedding music played on Piano or Organ).
- Choice of music as you sign the register.
- Choice of music for the recessional

Drinks Reception

- A selection of songs from all era's to create the perfect atmosphere for "meeting and greeting" .
- Guests special requests taken.

The Wedding Breakfast

- Live Music throughout the meal
- All styles from The Great American songbook, Jazz, Pop, Showstoppers and Classical.
- Music of your selection played as you greet your guests as they enter the room to dine.
- Optional Vocals/Instrumentalists if required.
- Help choosing Wedding songs.



Contact

Jeremy Lewis in Riverside

Choosing Civil Ceremony Music



You will need to choose three pieces of music for your wedding pianist to play at a Civil Ceremony: the entrance of the Bride (Processional), the Signing of the Register and the Bride and Groom's exit (Recessional). It is probably worth bearing in mind that the Processional and Recessional pieces of music will be very short so you may wish to save your favourite song or songs for the Signing of the Register.

If you do not wish to choose the wedding piano music yourself, I will be most happy to do it for you.

Civil Ceremony Pieces



Here are a few suggestions of traditional music for a Civil Wedding Ceremony

The Prelude

Ave Maria by Schubert

Canon in D Major by Johann Pachelbel

Greensleeves by R Vaughan Williams

Jesus, Joy of Man's Desiring by J.S Bach

Air from Suite No. 3 by J S Bach

Gymnopedie No. 1 by Erik Satie

The Processional

Bridal March from 'Lohengrin' by Wagner

Trumpet Voluntary by Jeremiah Clarke

Arrival of the Queen of Sheba by Handel

Hornpipe (Water Music) by Handel

The Signing of the Register

Air on a G String by J.S Bach

Ave Maria by Schubert

Clair de Lune by Debussy

The Recessional

Ode to Joy (from 9th Symphony in D minor) by Beethoven

Wedding March (A Midsummer Night's Dream) by Mendelssohn

Trumpet Voluntary by Jeremiah Clarke

Modern Songs

All You Need is Love by The Beatles

Can You Feel the Love Tonight? by Elton John

Everything I Do by Bryan Adams

From This Moment by Shania Twain and Bryan White

The Wedding Song by Peter, Paul and Mary

Truly Madly Deeply by Savage Garden

White Wedding by Billy Idol

You're Still The One by Shania Twain

You're the Inspiration by Chicago

What a Wonderful World by Weiss/Thiele

Cavatina by Stanley Myers

The Way You Look Tonight by Jerome Kern

Somewhere Over The Rainbow by Harold Arlen

We've Only Just Begun by The Carpenters

It Had To Be You by Jones/Kahn

You Are The Sunshine Of My Life by Stevie Wonder

When I Fall In Love by Heyman/Young

Let There Be Love by Rand/Grant

Ballade Pour Adeline by De Senneville

All You Need Is Love by The Beatles



FOOD AND DRINK

Depending on the total number of persons in your Wedding party overall, Riverside can accommodate and provide:

4-course, sit-down meals

Fork Buffets

Sandwich Buffets

Light and Heavy hors d'oeuvres

We have a Licensed Bar on premises which can be opened to order, within the normal strictures laid down in NI's Licensing Laws.

We can provide special wines and Champagne to order.

Or you may prefer to bring in your own Caterer, which the Theatre also welcomes.

You can talk through all of the above well in advance if and when you decide to book with us.