



CITADEL THEATRE

WEDDING CEREMONY REQUEST FORM

Preferred Wedding Ceremony Date: _____

Preferred Wedding Ceremony Time: _____

Preferred Venue:

- The Club Lobby (Max 90 people)
- The Tucker Amphitheatre (Max 90 people)
- The Shoctor Lobby (Max 250 people)
- The Lee Pavilion (Max 20 people)

Spouse A Name: _____

Mailing address: _____

Primary phone number: _____

E-mail: _____

Spouse B Name: _____

Mailing address: _____

Primary phone number: _____

E-mail: _____

Wedding Planner's Name: _____

Mailing address: _____

Primary phone number: _____

E-mail: _____

1 The Citadel Theatre reserves the right to decline rental of our facilities for any event or to any party where such rental may be detrimental to the best interests of the Citadel Theatre and its patrons.

PROGRAM REQUIREMENTS

Number of guests expected: _____

Rental start time: _____

Guest arrival time: _____

Ceremony start time: _____

Ceremony end time: _____

Rental end time (Please allow an appropriate amount of time in which to pack up and load your decor items): _____

Will there be a live musical performance component for your wedding ceremony? **YES** **NO**

If so please describe in detail:

PLEASE NOTE THAT THE CITADEL IS A SCENT FREE BUILDING. FOR THE SAFETY OF THOSE WITH ALLERGIES, PLEASE ADVISE YOUR GUESTS TO REFRAIN FROM THE USE OF PERFUMES OR SCENTED PRODUCTS BEFORE COMING TO THE CITADEL.

PHOTOS / VIDEO

Are you hiring a photographer or videographer? **YES** **NO**

Name of photographer / videographer _____

Phone number _____

Email _____

****Please ensure your photographer / videographer is at the event 30 minutes prior to the ceremony start time****

ADDITIONAL ITEMS

Will you be renting décor? **YES** **NO**

If **YES**, Please provide:

Rental Company Name: _____

Contact Name: _____

Contact number: _____

2 The Citadel Theatre reserves the right to decline rental of our facilities for any event or to any party where such rental may be detrimental to the best interests of the Citadel Theatre and its patrons.

Please describe the items they will be bringing and where they will be placed:

Will you be having flowers delivered? **YES NO**

If **YES**, Please provide:

Floral Company Name: _____

Contact Name: _____

Contact number: _____

Please describe the items they will be bringing and where it will be placed:

Will your friends, family or wedding planner be responsible for the removal of décor items at your wedding ceremony? **YES NO**

If **YES**, who and what are their responsibilities? Please describe:

A signing table, with white linen, and chair is included with your ceremony package. Do you require any additional items, not rented from an outside rental company?

6' Rectangular Tables (\$20 / each) **YES NO** How many? _____

4' Round Tables (\$20 / each) **YES NO** How many? _____

Cocktail / Cruisers Tables (\$20 / each) **YES NO** How many? _____

Do any of the tables require linen? **YES NO** How many? _____
(\$5 per linen)

3 The Citadel Theatre reserves the right to decline rental of our facilities for any event or to any party where such rental may be detrimental to the best interests of the Citadel Theatre and its patrons.

Easels (\$15 / each)	YES	NO	How many? _____
Coat racks (\$25 each) (Each rack holds approx. 25 items)	YES	NO	How many? _____
Do you require a staffed coat check? <u>(\$25 per hour / per person)</u>	YES	NO	

Prices listed do not include GST

Thank you for submitting your Wedding request form. We aim to respond to your booking request within 2 business days. During busy event times confirmation of your request may take more than 4 business days. We thank you in advance for your patience.

Please either fax, 780.428.2130 or email your completed Wedding Request Form to your rental representative or to rentals@citadeltheatre.com.

Sincerely,

The Rentals Department

Disclaimer - No booking is finalized until receipt of signed contract and deposit is paid in full to the Citadel Theatre.

4 The Citadel Theatre reserves the right to decline rental of our facilities for any event or to any party where such rental may be detrimental to the best interests of the Citadel Theatre and its patrons.