Colman Gallery FAQs

What is the Colman Gallery?
The Colman Gallery is one of Norfolk County Council's ceremony suites. The room is located within Norwich Castle which is a working museum open to the public. We are using this room whilst the Benefactors Room is unavailable, due to the Castle refurbishment project.

What is the colour scheme?
The colour scheme is essentially neutral. Floral arrangements provided are white with green foliage. If you wish to have your own table arrangement, please liaise with the registrars on the day - your arrangement must not affect the registrar being able to write in the register.

How many guests can we have?
You may invite up to 75 guests to join you on your special day. Due to the ongoing building works at the Castle the capacity of the room will reduce to 50 guests in 2021.

What type of vehicle can we arrive in?
Parking is only available for one vehicle. Due to space and weight restrictions the vehicle cannot be any larger than a people carrier. If you arrive in a larger vehicle such as a limousine you will have to be dropped off and collected at the bottom of the bridge. There is one disabled parking space available at the Castle, but it cannot be reserved.

Can we play our own music?
You will need to bring the music with you either on a CD or on your phone. Please be aware that there is no Wi-Fi in the ceremony room. Speak to the registrars on the day regarding the order of the music to be played.

Where can we have our photographs taken?
Your photographer will be directed by the registrars regarding taking photos during the ceremony. No flash photography is allowed in the ceremony room due to potential damage to the artwork. No photographs can be taken inside the Castle apart from the ceremony room. You can use the Castle grounds if you would like photographs outside.

Can we bring pets/animals to take part in the ceremony?
Only service dogs are allowed in the ceremony room – no pets.

What time should we arrive?
The couple and their best person should arrive 15 minutes before the ceremony starts. If you plan on entering the ceremony together you may wait in the waiting area just outside the Colman Gallery with any of your guests, to be collected by our registrars. To enable us to ensure the smooth running of our ceremonies if you arrive late and the ceremony is running over 20 minutes late we reserve the right to delay or defer the ceremony.

Will we meet the registrars before the ceremony?
The registrar will interview both of you (separately if you wish) to confirm the information to be entered in the register. They will also run through your ceremony choices, clarify who has the rings, if anyone will be given away and how the wedding party will enter the room.

Is it possible not to be seen by my partner and our guests before the ceremony?
Yes, as you approach the Castle you will be directed around to the right of the building. You will need to make your way around to the back of the Castle and make your way through the door which is further on from the main public entrance. Just inside this door is a private waiting area where you can relax, take a seat and await your registrars. The vehicle dropping you off will have a reserved space (remember this is a working museum and Castle employees may walk past).

What time should our guests arrive?
Guests should arrive 15 minutes before the start of the ceremony and gather in the designated area just outside the Colman Gallery. If they arrive earlier they can visit the café where refreshments are available for purchase.

Contact: ceremonyenquiry@norfolk.gov.uk
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