Name a Seat Payment Method *(Please tick your preferred option)*

Single donation of £250 per seat ☐

- I enclose a cheque made payable to the Norwich Theatre Royal

- Please charge £..... to my
MasterCard / Visa / Maestro *(Switch)* / Delta /Solo *(delete as appropriate)*

Card number

Valid From | | | | | Expiry Date | | | | | Issue Number *(switch only)* | | |

CVV Code | | | | *These are the last three digits on the signature strip of your credit/debit card.*

Regular donation of £5 a month, per seat *(minimum of 50 months*)* ☐

** If a donation is stopped short of 50 payments we will contact the donor directly to discuss.*
Where payment is not made in full to the value of £250 we will remove the seat plaque and reallocate the seat.

Payment by Direct Debit
I would like to support the Name a Seat campaign with a monthly gift of £5 per month.

DIRECT Debit

Bank name.....

Branch Address.....

Postcode.....

Name(s) of Account Holder(s).....

Account Number | | | | | | | | |

Sort Code | | | | | | |

Instruction to your bank or building society
Please pay Theatre Royal (Norwich) Trust Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Theatre Royal (Norwich) Trust Ltd and if so, details will be passed electronically to my Bank/Building Society.

Signature: .....Date: .....

Originator's Identification Number: | 8 | 3 | 8 | 3 | 9 | 5 |

Reference *(for office use only)*: | A | V | R | C | | | | | | |

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the Payer.

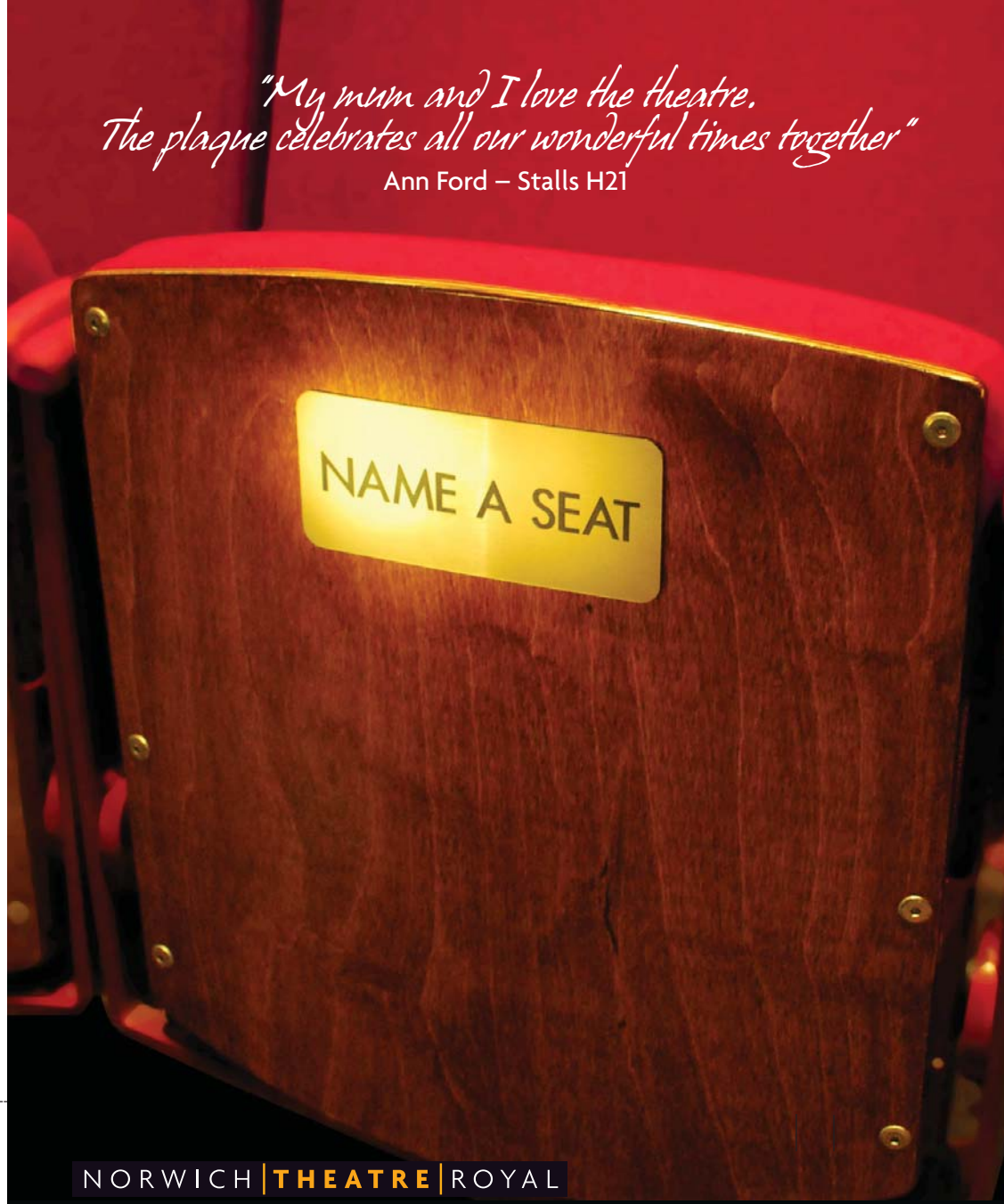
DIRECT Debit

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Theatre Royal (Norwich) Trust Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request Theatre Royal (Norwich) Trust Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Theatre Royal (Norwich) Trust Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Theatre Royal (Norwich) Trust Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Please return your gift to: Name a Seat, Fundraising, Theatre Royal, FREEPOST ANG4107, Theatre Street, Norwich, NR2 1YT

"My mum and I love the theatre. The plaque celebrates all our wonderful times together"
Ann Ford – Stalls H21



NORWICH | THEATRE | ROYAL

Leave your mark on the Norwich Theatre Royal. Name a seat for your family, for a friend, or for you - a perfect memento of any occasion. Payment options from £5 per month

Registered charity number: 262259

The Norwich Theatre Royal is a registered charity, broadening the range of arts available in the region, providing a wide range of disabled access and providing an extensive education programme. Any surplus income the Theatre Royal makes is re-invested in the theatre building and our education programme.

Now we have a refurbished theatre building for the city and county to be proud of, we want to put education at the heart of what we do for generations to come. By naming a seat you can be proud of supporting the theatre and the community it serves. Your generous donation will help us maintain the theatre and expand the opportunities our young people deserve, giving more of them the benefits that creative education can bring.

Actual plaque size
17cm across x 7.5cm down

A plaque can commemorate a special occasion - an anniversary, birthday or retirement - or you can dedicate it to someone special. The choice is yours. Prices start at £5 per month, and you and your family are invited to view the seat when the plaque is in place, and enjoy a private backstage tour.

"My parents were theatre lovers and I could think of no better memorial than two seats at the Norwich Theatre Royal where they enjoyed many happy hours together. Every time I visit the theatre and book their seats it's a wonderful reminder of our times together"
Janice Soanes – Circle C34 & C35

How much does it cost?
There are two payment options, you can donate £5 a month for a minimum of 50 months, or make a £250 one off donation.

What will be engraved on the plaque?
We will engrave your name or dedication, up to a maximum of 90 characters, on the plaque and attach it to the seat of your choice in the auditorium. You may celebrate a special occasion, remember a loved one, or treat yourself - anything you like. If you would like ideas or inspiration please contact the Fundraising Development Manager 01603 598558.

How long will my plaque be on the seat?
Your plaque will remain in place for the life of the seat, a minimum of 15 years.

Do I get priority or discounted booking?
No, the price does not include admission or guaranteed reservation of the seat. If you would like priority and discounted booking, please consider becoming a Friend of the theatre - details available on request.

Can I have any seat?
We will do our utmost to secure you the seat of your choice. If for any reason it is unavailable we will contact you to agree an alternative seat.

NAME A SEAT Donation Form

"I saw my first opera at the Theatre Royal. It was Don Giovanni – it blew my socks off"
Stephen Fry – Circle F1

Please complete this form or pick your seat online at **www.theatreroyalnorwich.co.uk/nameaseat**

Personal Information

Title.....First Name..... Surname .....

Address .....

.....

Postcode..... Telephone.....

e-mail.....

giftaid it

Using Gift Aid means that for every pound you give, Norwich Theatre Royal will receive extra income from HMRC, helping your donation go further.

I would like Norwich Theatre Royal to treat all donations I have made in this tax year and the previous six tax years, and all donations I make from the date of this declaration as Gift Aid donations, until I notify you otherwise. I understand that I must pay an amount of United Kingdom Income tax and/or capital gains tax at least equal to the tax that Norwich Theatre Royal reclaims on my donation in each tax year.

Date:..... Signature: .....

Office Use: AV ☐☐☐☐☐☐

Seat Specification

I/we would like to name ..... seat(s) for £250 per seat, or £5 a month per seat for a minimum of 50 months*.

Please specify your preferred area *(optional)*, for additional seats please continue on a separate sheet

Seat 1 Stalls *(downstairs)* Circle *(Upstairs)* Row ..... Seat .....

Seat 2 Stalls *(downstairs)* Circle *(Upstairs)* Row ..... Seat .....

I would like the following wording to appear on the seat plaque *(maximum of 90 characters, including spaces)*

.....

.....

.....

Where did you hear about Name a Seat? *(please circle)*

• Circle • Direct Mail • Brochure • Leaflet at theatre • Word of mouth • Other .....

I would like to receive more information about *(please circle)*

• Education programme • Supporting the theatre • Friends membership

If you are not already on the Norwich Theatre Royal database we would like to add you to our marketing lists so that we can keep you informed about future events and developments at Norwich Theatre Royal.

Please tick this box if you would like to receive communication. ☐