

## Private Events Guide

### General Information

- Are you looking for a fun group activity that is a little different? Whether it's a corporate team building, a birthday celebration, hen-do, friends get together or any other occasion you are celebrating, we have a creative art event to take place at your chosen location.
- We have conducted a large number of private events for corporate offices, families, hen nights, birthday celebrations and groups of friends wanting a fun and arty night out.
- We have conducted well over 100 different events, so we have a large and diverse range to choose from. We are also able to customise events upon request.
- Images from our previous events may be viewed here: <https://www.ryoung-art.com/eventsgallery>
- All of our events start with a blank canvas and are suitable for absolute beginners.
- All of our artists are professionals that earn a living from art, and they are experienced instructors.
- Our artists conduct a live painting session and guide attendees to create their own artwork step by step, with their own creativity.
- We are undoubtedly THE very best at what we do. We know, because our customers tell us!
- We are a local independent art gallery, and we very actively serve the community. In addition to our collaboration with the NHS, we sponsor and support many charities such as the Princes Trust and local school and community projects.
- Children are permitted, though under the age of 17 should be supervised by an adult.
- Animals are only allowed in the gallery during events with prior agreement.
- We are generally available any evening other than a Friday for events within the gallery, as that's our public events night and we are able to commence at 6pm. Events on a Sunday afternoon are also accommodated.
- We allow an hour to set up, two hours painting time and an hour to clear up afterwards. If attendees overrun the painting time a little that's fine, and we generally allow up to half an hour. If scheduling a meal afterwards, please allow for a possible overrun which depends upon the chosen artwork.
- Minimum of 8 and a maximum of 12 attendees. May be able to accept less than 8 attendees for events within the gallery if we open attendance to the general public and we are given adequate notice to sell tickets.

### **Venue - Within the Gallery**

We have a high-end art gallery in a quiet courtyard location offering a modern and stylish space which is fully air conditioned and having zoned and fully dimmable lighting, WC, kitchenette with refrigerator, tables and comfortable padded fabric seating for up to 12 people.

You will be surrounded by fine art from local and regional artists to include the owner, Richard Young, a multi award winning artist who has exhibited throughout the UK and Internationally in Europe, the USA and Far East.

The following facilities are provided within the gallery:

- An overhead high definition 4k projector and a large, retractable bright projector screen, thus enabling our PowerPoint event presentations to be displayed clearly.
- SONOS sound system for accompanying music and a premium Spotify music streaming account on the gallery computer.
- Tea and Nespresso coffee making facilities are available by prior arrangement.
- Soft drinks and alcoholic refreshments are available via the neighbouring Outhouse Brewery and Gig house when open.
- Personal refreshments may be brought into the gallery, currently without any corkage charge.

### **Parking and Access**

- The gallery is situated within the heart of Wokingham and has disabled access.
- Local parking is available in the following car parks:
- Elms Road, Wokingham RG40 2AA
- Denmark Street, Wokingham RG40 2BQ
- Loading is possible at the Nuffield Health Gym car park - RG40 2LD.

### **Venue - Outside of the Gallery**

For events within a corporate facility, or an events venue, the following facilities are required:

- A comfortable, air-conditioned space, free from external noise and disturbance.
- Tables and chairs for all attendees. The table space required is a minimum of 70cm x 70cm per attendee.
- A table for the artist that's a minimum of 70cm x 70cm.

- A high-definition projector and large screen, or large flatscreen TV, which must be clearly visible to all attendees and having a media input HDMI port. By prior agreement, we can bring our own projector and we are able to project on a screen or light-coloured wall.
- Easy access to a sink and water.
- WC.
- Access to refreshments.
- Suitable lighting such that the artist and all attendees can see their easel.
- A speaker system is preferred, for music during the event. By prior agreement, we can bring our own speakers and access to background music.
- Parking for gallery staff. Where parking fees are charged, this will be added to the event cost.
- We will provide the following:
  - Canvas boards, tabletop easels for attendees, free standing easel for the artist, aprons, paints, brushes and all materials for the artist and all attendees.
  - Laptop with presentation file and laser pointer.
  - Disposable tablecloths, kitchen towels and wet wipes.

### **Cost**

The cost is £45 per attendee for the first 12 attendees and £25 per attendee for each additional attendee, inclusive of VAT.

For events outside of the gallery where the venue is over 10 miles outside of Wokingham, travel charges may apply.

### **Payment**

- A 50% deposit is required to secure the booking, which is refundable if cancelled a minimum of 7 days in advance of the event date.
- The balance payment is required at least one week prior to the event.
- Where the final number of attendees may change, payment for the minimum quantity is required in advance and payment for any additional attendees may be made immediately after the event.
- For private events for a group of individuals, we are able to create an event online for which each individual may process their own payment.

- For events outside of the gallery and in an events venue, payment for the venue (where required) is by the group.

### **What To Expect**

Attendees should arrive 10 minutes early to settle in and arrange refreshments.

Whilst we provide aprons, they only protect chests and laps hence to be safe, we suggest not to wear anything too valuable or precious! Whilst wet, acrylic paint can be removed using washing up liquid and warm water, or once dry, using IPA swabs.

Groups are encouraged to bring their own refreshments and we have collaborative arrangements with nearby bars. We also provide table service during the event.

We generally don't allow food during the event, though finger snacks such as crisps are fine.

We take photos during the event, share on our website and transmit via WeTransfer afterwards. We are also happy to take requested photos of groups or individuals.

### **At the end of the Event**

We take group photos as a memento for all attendees, and we are happy to take photos of attendees using their own mobiles if they wish.

We are happy to frame attendee's paintings and are happy to demonstrate how their painting looks in a frame. We can usually complete it the next day or earlier upon request.

Attendees may leave their painting for collection the next day if required. And we do all the clearing up!