



We are thrilled you're looking to host a pottery painting session at your own venue. We would be happy to host this for you. Below is some important information for you to look over. If you'd like to proceed with the event, please get back to us with the following information;

- *Date of event*
- *Time of event*
- *Number of painters*
- *Will we have wifi access for our card payment system?*
- *Which items you'd like us to offer (up to 3 variants, we will just bring a mix of these items)*

Cost of Event/Minimum Spend

We require a minimum painting spend of £350. If the minimum spend is not met, we will require payment from the organiser or we will deduct the difference from the deposit. As you can imagine, there's a lot of work for us to do to prepare to come out to you and make your painting experience fabulous. We also have to get more staff in to cover the session too so for those reasons, we inflate our on the road prices by approx 15% per item to help cover our costs. Example; 'In studio' price for plate is £21. 'On the road' price for a plate is £24.

Deposit & Cancellation Terms

We require an upfront payment of £150. If the event is cancelled by you for any reason, this is non-refundable. This will be refunded once we have taken payment from everyone and ensure we've reached the £350 minimum spend. We aim to make the refund no later than 24 hours after the event has ended. Once the deposit has been paid, if you cancel the event for any reason, up to 7 days in advance, you'll receive a partial refund of your deposit of £50.

If you cancel the event for any reason and give us less than 7 days notice, your full deposit cannot be refunded.

If the £350 minimum spend hasn't been reached by the painters, we will deduct the difference from your deposit and refund you the rest after the event.

Paying The Deposit

We will send you a link via Square (our payment system). This is a secure link to ensure a smooth and easy payment and refunds. We do not accept cheques or bank transfers.

Pottery Items (styles and stock may vary)

You can choose from;

Mugs £24

Dinner Plates £24

Side Plates £21

Bowls £24

Yarn Bowl £32

1L Pitcher Jug £36

Urn Vase £38

Small Flower pot & Saucer £26.50

Small Tile £17

Staff

Our wonderful staff will be on hand to help and guide the session. We may have between 1 - 2 members of staff depending on the number of painters and location. They will go through how it all works and what your attendees can expect from their work of art. They'll be on hand to give advice & encourage them throughout the session.

What to expect from the session

We will arrive 30 minutes before the start time to set up the tables. You'll need to ensure you have enough and appropriate tables and seating. Our paints (underglaze) don't stain and are easily wipeable off smooth surfaces but may seep into cracked wood so tablecloths may be required. Please note, we don't supply these.

We will require use of the WIFI to be able to take payment with ease. Each attendee can choose their pottery item and pay for it before painting. The attendees can take a seat and we will explain how the paints work and how the colours change, what happens to the items after glazing & firing, how to use the sponges, stencils and brushes etc. We will supply all materials for them to get creative and if it's close to a seasonal event, we will bring what we can related to the occasion.

Mileage

Up to 10 miles each way from SN4 7AQ - Free of charge

11-20 miles each way from SN4 7AQ - £20

21-30 miles each way from SN4 7AQ - £35

Collection of Pottery

The attendees can either collect their pottery after 7 days from our shop in Royal Wootton Bassett or you can collect the items from the shop after 7 days to distribute to your attendees. If you're less than 10 miles from SN4 7AQ, we can deliver the items back to you after 7-10 days.

We hope you're keen to host your event with us, and if you have any questions, please feel free to ask. If you're wanting to see the pottery, we have our studio/cafe based in Royal Wootton Bassett, just around the back of Apsley House Arcade in the High Street. Please feel free to swing by to check out our stock and have a chat to our staff (usually quietest on weekdays in term time).

Many thanks

Gemma Moore & Lauren Sandercock
(Co-directors of The Little Pottery Painting Co)