



Holme Grange Craft Village  
Heathlands Road, Wokingham, Berkshire. RG40 3AW  
Tel: 0118 979 4006

## **CHILDREN'S PARTY GUIDELINES**

### **Party Timing:**

Please note the start and finish time of your party. We may have parties before and after yours, so timing is very important. Everyone should be in the party room within a few minutes of the start time.

### **How the party works:**

As soon as your party guests have arrived we get them seated. We then present the group with a selection of items they can paint from the price range you have specified. Once that is done we give simple instructions on what to do for the benefit of any children who have not painted ceramics before – the painting then begins. Whilst painting our party organiser will be offering advice and comments, trying to keep all the children at similar stages so that they will all finish approximately the same time. With younger children some may finish earlier and become bored, please have some activity in mind to reduce the effect on others. The painting generally finishes after about 1 hour, we will then clear the painting tables so that the party food can be put in position.

If you wish to put party guests finished items into your party bags, this can be done whilst the children are eating, alternatively, we can put each piece into a clear-fronted bag for the children to collect as they leave.

### **Paints:**

Most items at birthday parties are painted using Acrylic Paints – “Paint and Go”, which basically means that they can be taken home after the party, which from experience we've found more popular. The paints are also easy to use since they can see the finished result straight away.

If however you'd prefer glazing and firing which gives a very different look then this would have to be collected approximately 5 days later. There is no extra charge involved in “Paint and Glaze”.

**Clothing:**

If paint gets onto clothing it may be difficult to remove afterwards. Although we have a few aprons, they tend to be up to 10 years, so please stipulate on your party invitations that it is advisable for each child to bring an apron or old shirt to protect their party clothes.

**Supervision:**

We cannot take responsibility for all aspects of the children's behaviour, so there must be adequate parental supervision. While we are telling the children what to do, parents should be listening, so that everything runs smoothly. We have found however, that having too many parents present has a negative effect, so we suggest as a guideline one parent for every six children.

**After the Painting:**

We have a music system available in both party rooms. You are welcome to bring along your own CD's, although we do have some party CD's which you are welcome to use.

**At the end of the Party:**

We do not require you to clean up, however we would appreciate if any left-over food, disposable plates or other rubbish is placed in the bin or in a black bag for us to dispose of.

**Costs:**

The cost of a party is £5 per child plus the cost of the item painted. If an extra half hour is required this will be at a cost of £10 irrespective of the number of children, however any extra time must be agreed in advance. If your party over-runs we reserve the right to charge £10 for the extra time taken. Payment is due in full at the end of the party. We accept most major credit and debit cards, also cash and cheques supported by a guarantee card.

**NOTE: Access to party rooms**

We normally hold birthday parties upstairs. There is no wheelchair access or lift available. If this may cause a problem please discuss it with us in advance.

If you have any questions regarding any of the above, or if you have a special requirement then please discuss it with us in advance.

Thank you  
Jill and Sian  
Pottery Pals