

# ARNOLFINI

## Arnolfini Guidelines for Private Tours, Group Visits and Workshops

Please note, the group leader(s) will be responsible for managing the behaviour of their group, including any discipline required. This applies to private tours, group visits and both onsite and offsite workshops.

Adult supervision of children and young people is required at all times. If your group is larger than 20 people, please split into smaller groups while in the exhibition spaces. Please ensure you adhere to the participant to staff ratio below:

- 1:5 for participants under 5 years old
- 1:10 for participants under 11 years old
- 1:15 for participants aged 11-16 years old
- 1:20 for participants aged 16 +

When booking your visit, please let us know about the support or access requirements of the group, this will enable us to create an enhanced experience and where possible, remove barriers so that all participants feel included and engaged. Support and access might include but is not limited to the following considerations: literacy and language, sensory processing, attention deficit, anxiety, mobility, visual impairment or hearing loss.

If you have any queries regarding your visit, please do not hesitate to contact us either by emailing [info@arnolfini.org.uk](mailto:info@arnolfini.org.uk) or by calling 0117 917 2300.

### **When visiting Arnolfini:**

- On arrival, please sign in at the front desk and complete our group visits survey. This will be given to you by one of our Information Assistants.
- Large bags and backpacks are to be held by your side or worn on your front when in the exhibition spaces. Arnolfini does not have locker facilities.
- Unless otherwise noted, photography is permitted without flash in the exhibition and visitors are welcome to sketch the works during their visit.
- Please note that food and beverages are not permitted in the exhibition spaces.
- Many of the artworks we show are fragile and easily damaged. Please ensure that your group understands they are not allowed to touch the art, unless invited to do so by Arnolfini staff. This includes reminding them to be aware of what is behind them and asking them not to lean backwards on artworks or touch plinths.
- Running is not permitted in the exhibition spaces. We understand many groups will feel excited by their visit but for their own safety and the safety of the artworks we ask that they are reminded to stay aware of their surroundings at all times.

### **Information for workshops:**

Offsite activity might include a workshop, talk or presentation delivered in a school or community centre.

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- Please instruct our staff of any information that might be required of them on arrival with at least 48 hours' notice. (e.g. ID required for signing in).
- Our staff will send a workshop plan and risk assessment one week in advance of your workshop. Please read through these documents and advise us of any changes that you recommend we make to suit the needs of your group or to fit with the policies of your organisation.
- Our staff will bring any specialist equipment and materials needed with them to the workshop. They might request that your organisation supplies additional equipment or materials (e.g. scissors, pens, pencils and other items you will likely already have in supply). This information will be sent to you along with the workshop plan.