



# GLC+CS

## Studio Hire Information Card



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### Important Hire Information



#### Booking & Payment

##### Booking and Payment

Bookings must be made through the office at [info@gallerylanecove.com.au](mailto:info@gallerylanecove.com.au). Please allow at least 4 days' notice for bookings. Have your proposed dates and times ready for faster processing.

For bookings within 4 days, call the office directly to check availability.

Payment is required prior to the booking start date. A booking is only confirmed upon receipt of payment. GLC+CS may offer unpaid bookings to other parties.

Studio hire availability is at the sole discretion of Gallery Lane Cove + Creative Studios (GLC+CS).

GLC+CS reserves the right to refuse hire to individuals who do not comply with our Conditions of Use or our standards of respect and professionalism. Hiring decisions are made at our discretion.

Hire times are strictly limited to the agreed period. A half-day hire is 3 hours (e.g., 9:30 am–12:30 pm or 1:00 pm–4:30 pm). Studios must be cleared and vacated by the end of the hire period.

#### Important Notes

##### Important Notes

Hirers must bring their own tools and consumables.

Storage is not available unless specifically approved by GLC+CS staff.

Hirers must remove all belongings at the end of their booking.

All hirers must complete an OH&S induction before their first hire.

Toxic or hazardous substances are not permitted without prior written approval from staff.

The Main foyer doors cannot be scheduled to open for private hires. Group bookings may allocate a representative to receive the access code. They will be responsible for admitting group members into the building.

#### Accessibility & Accommodations

##### Accessibility & Accommodations

GLC+CS is committed to ensuring that our studios are as accessible and inclusive as possible. If you have any accessibility requirements or require any specific accommodation to make your use of the space more productive and comfortable, we encourage you to notify us in advance. Please contact us to discuss your needs. Our staff will be happy to work with you to make any reasonable adjustments where possible. We appreciate early notice so we can best support your experience.

# GLC+CS

## Studio Hire Information Card

### Types of Hire

#### Standard Individual

##### Standard Hire – Individual Shared Access

*Standard hire- Individual* permits *one person* access to the requested equipment during the specified window. Bookings are made per resource and limited by equipment capacity. The hirer requests specific equipment and is granted use of requested facilities during hire period. This hire does not grant exclusive access to the studio during booking. A limited number of other hirers and artists may be using different equipment in the space at the same time.

#### Standard Group

##### Standard Hire – Group Shared Access

*Standard hire-group* permits a *small group of 2+* to co-ordinate shared access to the requested equipment during the specified window. Bookings are made per resource and limited by equipment capacity. The group requests specific equipment and are granted use of only requested facilities during hire period. This hire does not grant exclusive access to the studio during booking. A limited number of other hirers and artists may be using different equipment in the space at the same time.

#### Private Access Personal Use

##### Private Access–Personal Use Exclusive use

*Private Access–Personal Use* permits exclusive access to the requested studio space for the specified window. No other external hirers or artists will have access to this space during your booking. Private access hirer's may have guests on site during this time but as the inductee and booking representative they must assume responsibility for all guests on-site and are liable for ensuring all guests adhere to the OHS and hire agreement conditions as specified in the induction.

Suitable for:

- Artist who want to guarantee private use of entire space during booking for themselves or a group.
- bookings for community group meetings
- Bookings for small scale parties or functions

#### Private Access Commercial Use

##### Private Access–Commercial Use Exclusive use

*Private Access–Commercial Use* permits exclusive access to the requested studio space for the specified window. No other hirers or artists will have access to this space during your booking. Private access hirer's may have guests on site during this time but as the inducted individual and booking party they must assume responsibility for all guests on-site and are liable for ensuring all guests adhere to the hirers agreement conditions as specified in the induction. Any room use for business purposes or to generate profit falls under commercial hire.

This is suitable for:

- Any businesses or sole traders booking to run workshops, classes or training.
- Bookings for business meetings or presentations



# GLC+CS

## Studio Hire Information Card

### Shared Amenities

#### Kitchenette

##### Kitchenette

A kitchenette equipped with a refrigerator, dishwasher, microwave, instant boiling water tap and basic cutlery is available to all hirers.

#### Foyer Space

##### Foyer Space

We have a communal foyer space on level 2 with plenty of chairs and couches and a large table. This is a great space for welcoming guests or taking food and rest breaks during hire periods.

#### External Elevator

##### External Elevator

All levels are accessible by an external elevator located just the main access points on each level.

#### Bathrooms

##### Bathrooms

We have bathrooms located on lower level 1, including one accessible bathroom.





# How to Book





## **Jump To**

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### **JOY WARREN POTTERY STUDIO**

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### **BERNINA TEXTILES STUDIO**

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### **KILN HIRE**



# ELIZABETH ROONEY PRINT STUDIO



Hire is available to experienced printmakers who can safely and confidently operate in the print room independently. Booking of studio hire entitles the hirer to exclusive use (unless otherwise discussed) Use of requested equipment only, not the entire studio. GLC+CS studio spaces are shared spaces and hirers must be aware that there may be other hirers or artists using the space at the time of their booking unless expressly agreed upon with the gallery manager or technician prior to hire confirmation.

All Studio Hire rates DO NOT include any perishables materials such as inks, paper, rollers and tarlatan. We are a non-toxic printmaking studio. The use of chemicals such as Mineral Turpentine, Methylated Spirits, and Nitric Acid are not permitted inside the studios. Contact our staff if you have any questions regarding permitted substances. If these substances are absolutely necessary for your practice, we may be able to set up an outdoor station which you will be responsible for managing during your hire period. We also require that you take any solvent soaked rags with you for disposal as we do not currently possess the facilities for correctly disposing of these waste materials.

The Printmaking studio is booked by equipment. Please specify which equipment you plan to use at the time of booking. The Studio Hire rate will include the use of all presses, cleaning products, press blankets, hot plate, light box and paper soaking trays. New hirer's will be required to undertake an induction before commencing their hire period.

Please allow adequate time for booking hire. We usually require bookings be made at least 4 days in advance for studio hire.

To inquire about booking a certain date, please ensure that you have completed a studio induction first, Then send your preferred date and time to staff via [info@gallerylanecove.com.au](mailto:info@gallerylanecove.com.au). Having your preferred date and time in the email will allow staff to check availability and respond quickly.



<div>Rates <small>(GST Inc.)</small></div>	Per Hour	4-Hour Block <i>Half-Day</i>	8-Hour Block <i>Full-Day</i>
General	\$20.00	\$60.00	110.00
Concession/ Current Student	\$15.00	\$45.00	\$83.00
Groups of 2 -4 people	\$50.00	\$150.00	\$220.00
Cost per additional person <i>groups only</i>	\$8.00	“	“

**Please contact the gallery for rates for booking multiple days consecutively.**

## Availability

# Elizabeth Rooney Print Studio

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30am - 4:30pm Available	9:30am - 4:30pm Available	9:30am - 4:30pm Available	9:30am - 4:30pm Available	9:30am - 4:30pm Available

*Please note this is a general indication only, Please inquire with office for specific dates.  
Our usual hire hours are MON - FRI 9:30 am - 4:30 pm. Please contact us directly to discuss any out of  
hours hire inquiries.*



# Equipment

## Presses



### Charles Brand Intaglio Printing Press

Largest printing press  
Geared press and simple crank handle allow easy printing  
Requires minimal effort to smoothly wind the press bed through.  
Minimal setting pressure required.  
Suitable for intaglio plates and relief blocks when used with runners.

**Dimensions** Press bed 152cm x 92cm

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### Small Intaglio Printing Press

Small intaglio printing press perfect option for no fuss printing of smaller plates, Ideal for paper sizes up to A3

Suitable for intaglio plates and relief blocks when used with runners.  
Small Geared press with a rim wheel turning handle.

**Dimensions** Press bed 93cm x 60cm.

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### One Armed Bandit

Counter weighted lever to reduce required force  
Features a vacuum suction table to keep large format paper in place  
Arm has movable squeegee clamps to allow appropriately sized squeegee to be fitted dimensions

**Dimensions** Bed 106cm x 152cm  
Arm approx. 80 cm

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## Printmaking Equipment

### Exposure Table (Large)

*Spring top large format exposure table*

*Changeable exposer timer, from 1 – 10 minutes*

*Vacuum seal function*

*190cm x 130cm*

### Ferric Chloride Etching Bath

*suitable for etching copper plates*

*70cm x 56cm*

### Exposure Table (Small)

*51cm x 40cm*

### Dark Room with safelight

### Book Press

### Drying Rack

### Glass Top Inking Tables

*90cm x 210cm*

### Hot Plate

### Large Leather Inking Rollers

### Emulsion Applicator

### A3 + A4 light boxes

### Hinged Screen-Printing Boards

### Screen Drying Unit

### High Pressure Hose

### Paper Soaking trays

### Heavy Duty Extraction Fan with 5m Duct

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## Recommended Materials to Bring

**Please find below a list of materials *not provided by the studio.***

**We recommend bringing these with you on the day.**

**Rags for cleaning and inking.**

**Tarleton**

**Inks**

**Paper for printing on**

**Registration Sheets**

**Binder oils for inks**

**Towels for drying out paper.**

**Spray bottle for dampening paper**

**Newspaper for packing your prints**

**Phonebooks**

**Newsprint**

**Press Runners.** These are essential if you are planning on printing relief – Please bring runners with you that match the height of your printing block

**Tissue paper for storing works for safe travel and folder or portfolio for taking works and paper home in**

**PPE when using the acid bath, these must include Chemical resistant gloves and safety goggles.**

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ELIZABETH ROONEY  
PRINT STUDIO





# JOY WARREN POTTERY STUDIO



Hire is available to experienced potters who can safely and confidently operate in the ceramics room independently. Booking of studio hire entitles the hirer to the use of (unless otherwise discussed) Use of requested equipment only, not the entire studio. GLC+CS studio spaces are shared spaces and hirers must be aware that there may be other hirers or artists using the space at the time of their booking unless expressly agreed upon with the gallery manager or staff prior to hire confirmation.

All Studio Hire rates DO NOT include any perishables materials such as clays and glazes or any additional services like firing. Hirers are expected to bring their own materials and tools as GLC+CS supplies like shaping tools, kidneys, cutting tools and needles etc are not available to hirers for use. GLC+CS does have clay and toolkits available for sale but these are subject to availability and priority is given to our students supply and sale cannot be guaranteed. Please ensure you bring necessary PPE with you if you plan on sanding or grinding works.

Please note that we currently only fire at Midfire ranges (Clay and Glazes) which is important to keep in mind if you plan to on using our kiln hire service too. We are currently charge \$8 per kilo, per firing for any kiln hire.

Please specify which equipment you plan to use at the time of booking. The Studio Hire rates include use of throwing wheels, hand building tables and slab roller. New hirer's will be required to undertake an induction before commencing their hire period.

Please allow adequate time for booking hire. We usually require bookings be made at least 4 days in advance for studio hire.

To inquire about booking a certain date, please ensure that you have completed a studio induction first, Then send your preferred date and time to staff via [info@gallerylanecove.com.au](mailto:info@gallerylanecove.com.au). Having your preferred date and time in the email will allow staff to check availability and respond quickly.

Rates (GST Inc.)

	Per Hour	4-Hour Block <i>Half-Day</i>	8-Hour Block <i>Full-Day</i>
General	\$20.00	\$60.00	\$110.00
Concession/ Current Student	\$15.00	\$45.00	\$83.00
Exclusive access to Studio	N/A		
Commercial	N/A		

Availability

GENERAL STUDIO AVAIBLITY

Joy Warren Pottery Studio

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30am - 4:30pm Available	<div>1:00 pm - 4:30pm Available</div>	9:30am - 4:30pm Available	9:30am - 3:00 pm Available	<div>1:00 pm - 4:30pm Available</div>

Please note this is a general indication only, Please inquire with office for specific dates.  
Our usual hire hours are MON - FRI 9:30 am - 4:30 pm. Please contact us directly to discuss any out of hours hire inquiries.



# Equipment



## Slab Roller

Adjustable height settings for gradually thinning out clay slabs

Boards and coated sheets for sending clay under roller

Rim-wheel handle for moving clay bed through

## Dimensions

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10 x Electric Throwing Wheels

2 Large coated hand building tables on castors

Wheeled height adjustable stools and static chairs for throwing and hand building

3 Plaster slabs for recycling clay

Plasterboards

Various Batts

Rolling pins

Glaze tongs

Hake brushes

Car Sponges for Cleaning

Various underglaze, glaze and slips (Not inclusive of hire rates)

Communal Kiln Hire services available (Mid-fire Temps.)

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## Recommended Materials to Bring

Please find below a list of materials *not provided by the studio*.

We recommend bringing these with you on the day.

Clay

Sealed container for collecting scraps for recycling

Vinegar for binding clay

Towels for throwing

Smock or old shirt to protect clothes while working

Newspaper and cardboard sheets for protecting batts and easy transfer of works.

Bubble wrap and Cardboard carton/fruit box for storing works during transit

PPE, Gloves for glazing, Mask for sanding/grinding

Basic clay toolkit

Wet and dry sandpaper



JOY WARREN  
POTTERY STUDIO





# GUY WARREN STUDIO



Hire is available to members of the public who can safely and confidently operate in the studios independently. Booking of studio hire entitles the hirer to the use of (unless otherwise discussed) requested equipment only, not the entire studio. GLC+CS studio spaces are shared spaces and hirers must be aware that there may be other hirers or artists using the space at the time of their booking unless expressly agreed upon with the gallery manager or staff prior to hire confirmation.

The Guy Warren Studio is a dynamic multi-purpose studio, It can be used for functions, meetings, private classes and workshops or for artists who need extra space to work. This is a wet media studio. Acrylic and watercolour paints are permitted in this studio. We do not permit use of oil paints in our studios due to solvents however water mixable/cleanable oils are fine. With tables you can comfortably sit 12 - 24. Without all the tables there is capacity for higher numbers if seated or standing.

All Studio Hire rates DO NOT include any perishables materials. Hirers are expected to bring their own materials and tools for use during their hire.

Please specify which equipment you plan to use at the time of booking and how many tables/chairs you require so staff can advise if we are able to provide the requested quantities. The Studio Hire rates include use of tables and chairs. Easels can be added on to the hire for an additional fee. New hirer's will be required to undertake an induction before commencing their hire period.

Please allow adequate time for booking hire. We usually require bookings be made at least 4 days in advance for studio hire.

To inquire about booking a certain date, please ensure that you have completed a studio induction first, Then send your preferred date and time to staff via [info@gallerylanecove.com.au](mailto:info@gallerylanecove.com.au). Having your preferred date and time in the email will allow staff to check availability and respond quickly.

Rates (GST Inc.)

	Per Hour	4-Hour Block <i>Half-Day</i>	8-Hour Block <i>Full-Day</i>
General	\$30.00	\$110.00	\$175.00
Concession/ Current Student	\$24.00	\$90.00 <i>+ \$20.00 per additional person</i>	\$145.00 <i>+\$20.00 per additional person</i>
Commercial	\$42.00	\$154.00	\$245.00
<i>(Add On)</i> Easels <i>Per Item</i>	\$8.00	\$28.00	\$50.00

Availability

GENERAL STUDIO AVAIBLITY

Guy Warren Studio

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:00 pm - 4:30pm Available		1:00 pm - 4:30pm Available	1:00 pm - 4:30pm Available	1:00 pm - 4:30pm Available

Please note this is a general indication only, Please inquire with office for specific dates.  
Our usual hire hours are MON - FRI 9:30 am - 4:30 pm. Please contact us directly to discuss any out of hours hire inquiries.



# Equipment



## **14 full sized Easels**

*Adjustable height and angle*

*Accommodates thick and thin edged Canvas up to 1 x 1 m*

*All on Castors with brakes*

*Storage box below canvas ledge*

## **A1 + Drawing Boards**

**13 x Table Top Easels suitable for approx A4-A3 Canvas and Canvas Boards**

**Two Sinks**

**10 Tables with lockable Castors**

**20 + Static Chairs**

**Projectors are available upon request, Subject to availability**





GUY WARREN  
STUDIO





# BERNINA TEXTILES STUDIO



Hire is available to members of the public who can safely and confidently operate in the studios independently. Booking of studio hire entitles the hirer to the use of (unless otherwise discussed) requested equipment only, not the entire studio. GLC+CS studio spaces are shared spaces and hirers must be aware that there may be other hirers or artists using the space at the time of their booking unless expressly agreed upon with the gallery manager or staff prior to hire confirmation.

The Bernina Textiles Studio is a dynamic multi-purpose studio, It can be used for functions, meetings, private classes and workshops or for artists who need extra space to work. This is a dry media studio however if Guy Warren Studio isn't available acrylic and watercolour paints are permitted in this studio. We do not permit use of oil paints in our studios due to solvents however water mixable/cleanable oils are fine. The Bernina Studio has sewing machines and equipment available for an additional fee and is equipped with tables you can comfortably sit 12 - 16. Without all the tables there is capacity for higher numbers if seated or standing.

All Studio Hire rates DO NOT include any perishables materials. Hirers are expected to bring their own materials and tools for use during their hire.

Please specify which equipment you plan to use at the time of booking and how many tables/ chairs you require so staff can advise if we are able to provide the requested quantities. The Studio Hire rates include use of tables and chairs. Easels can be added on to the hire for an additional fee. New hirer's will be required to undertake an induction before commencing their hire period.

Please allow adequate time for booking hire. We usually require bookings be made at least 4 days in advance for studio hire.

To inquire about booking a certain date, please ensure that you have completed a studio induction first, Then send your preferred date and time to staff via [info@gallerylanecove.com.au](mailto:info@gallerylanecove.com.au). Having your preferred date and time in the email will allow staff to check availability and respond quickly.

<div>Rates <small>(GST Inc.)</small></div>	Per Hour	4-Hour Block <i>Half-Day</i>	8-Hour Block <i>Full-Day</i>
General	\$60.00	\$100.00	\$165.00
Concession/ Current Student	\$30.00	\$90.00 <i>+ \$20.00 per additional person</i>	\$135.00 <i>+ \$20.00 per additional person</i>
Commercial	\$124.00	\$140.00	\$235.00
<i>(Add On)</i> Easels <i>Per Item</i>	\$8.00	\$28.00	\$50.00
<i>(Add On)</i> Sewing Machines <i>Per Item</i>	\$30.00	\$60.00	\$80.00

## Availability

## GENERAL STUDIO AVAILABILITY

# Bernina Textiles Studio

[illegible]

*Please note this is a general indication only, Please inquire with office for specific dates.  
Our usual hire hours are MON - FRI 9:30 am - 4:30 pm. Please contact us directly to discuss any out of  
hours hire inquiries.*



# Equipment



## Sewing Machines

**6 x Bernette Chicago 7 Sewing Machines**  
**2 x Bernette Chicago 5 Sewing Machines**  
**1 x Bernette B46 overlocker**

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**1 x Ironing Board**

**2 x small electrical irons**

**1 x**

**Extension cords - Power boards**

**Drop down projector screen.**

**1 x Sink**

**ZIP tap**

**Projectors are available upon request, *Subject to availability***

**10 Tables with lockable Castors**

**20 + Static Chairs**

**Various Easels, *see Guy Warren Studio for details, Subject to availability***

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## Recommended Materials to Bring

**Please find below a list of materials *not provided by the studio.***  
**We recommend bringing these with you on the day.**

**Clay**

**Sealed container for collecting scraps for recycling**

**Vinegar for binding clay**

**Towels for throwing**

**Smock or old shirt to protect clothes while working**

**Newspaper and cardboard sheets for protecting batts and easy transfer of works.**

**Bubble wrap and Cardboard carton/fruit box for storing works during transit**

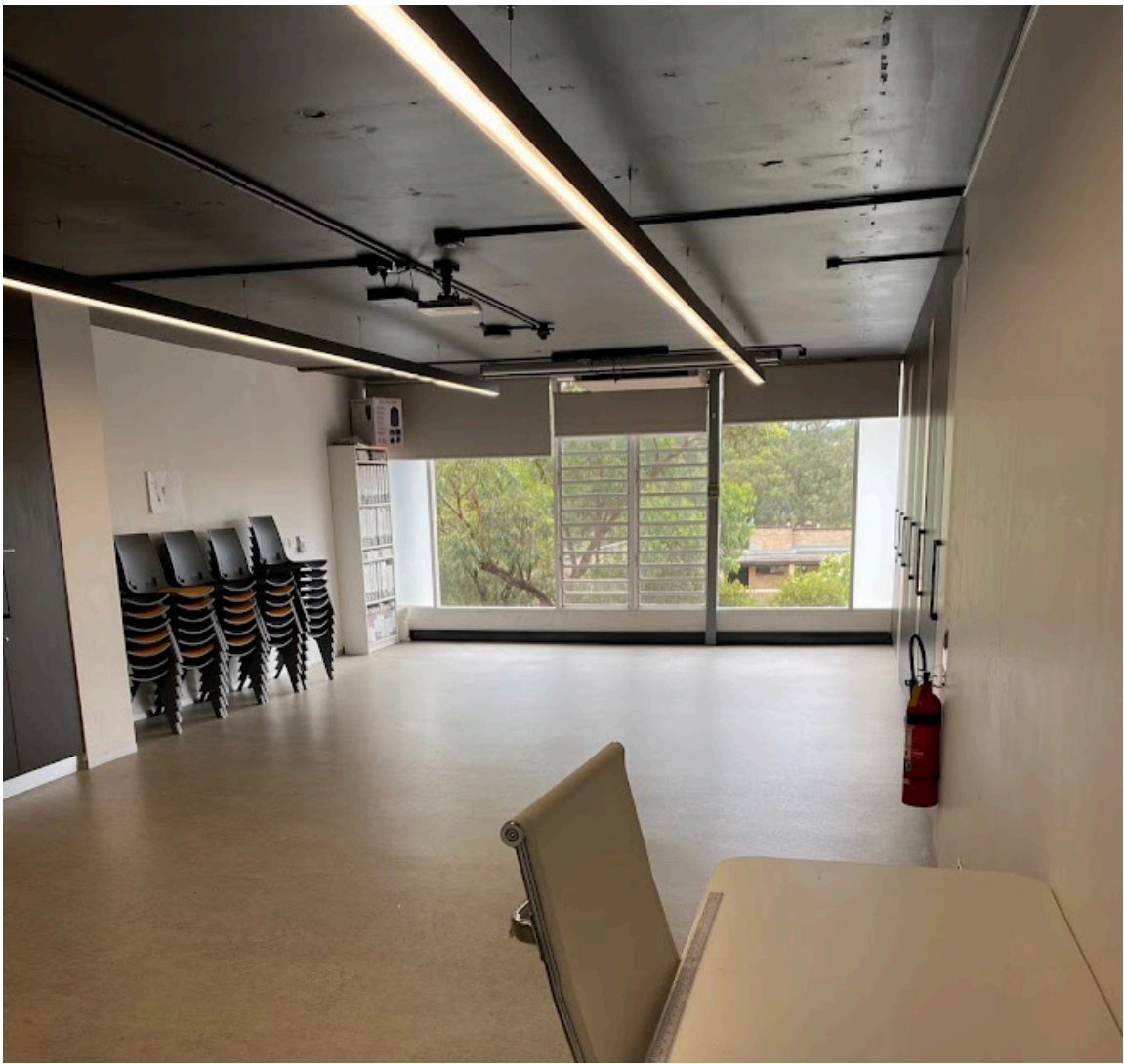
**PPE, Gloves for glazing, Mask for sanding/grinding**

**Basic clay toolkit**

**Wet and dry sandpaper**



**BERNINA**  
**TEXTILES STUDIO**





## Kiln Hire

This service is available when the studios have the capacity to accept external works for firing. The status can be checked via our KILN HIRE page on the website. To request a drop off please submit a Kiln Hire Form via the website [HERE](#) (*only visible when service is active*).

This form provides staff with the details necessary to approve, track and return any goods submitted for firing. By submitting this form you are agreeing to the **Kiln Hire Use Agreement conditions** outlined on the following page.



### Kiln Hire Agreement

#### Payment

The Studio charges for standard communal firings per kilo and per kiln load for private kiln hire.

The gallery will email an invoice which must be paid before goods are released for collection. Whilst online payment is preferred hirers may pay via EFTPOS at the gallery desk. We are unable to accept cash.

### Drop off & Collection

#### Dropping off & Collection

Once a kiln hire submission form is received staff will contact reach out with further questions or approve the request and provide a drop off window.

Works can be dropped and collected from the Gallery on upper level 3 within our operating hours. These can be found on our website [HERE](#).

Staff will notify via email once pieces are ready for collection. We have minimal storage space so collection should be as close to firings as possible. Kiln Hire pieces can be held for a maximum of 7 days after collection notice is provided. Any works left behind after this period will be disposed of at the discretion of the Studio. Please contact the gallery if you are unable to make this window.

## Terms and Conditions

### Terms and Conditions

Works must be securely packed and stable when dropped off. Ensure your pieces have an identifying makers mark (initials or stamp) to avoid unidentified items or lost works. For communal hire (per kilo) only bisque and mid fire programs are available. Please email [info@gallerylanecove.com](mailto:info@gallerylanecove.com) for private kiln bookings at different temperature ranges. Works must be dropped in a box or carton with the following clearly labelled:

*Name*

*Mobile Number*

*Type of firing (bisque, glaze)*

## We Will Not Fire

### WE WILL NOT FIRE

**Wet work. All pieces must be bone dry.**

**Work that contains foreign objects or experimental glazes.**

**Work with glazed bases or unclean bases.**

**Works without clear makers mark or stamp.**

**Any work found to have glaze on the base will be rejected.**

*All works that cause damage due to running glazes will be charged at a base rate of \$100. The cost for more extensive damage will be assessed based on the time taken to complete the required repairs. We strongly recommend that hirers make kilns setters to avoid fines.*

## Important Notes

### Important Notes

Due to the demands of the Studio we are unable to cater to short firing turnarounds. Please allow a minimum of 3 weeks for the completion of your firing.

Gallery Lane Cove + Creative Studios will take all care but no responsibility for loss or damage and reserves the right to refuse any item which we feel may cause problems in the kilns or to neighbouring works in kilns. Specific details of the clay and glazes used must be supplied on the online firing form, If this form is incomplete or inaccurate, we have the right to refuse service.

Temperature or program adjustments are not possible in communal firings as the settings are chosen to achieve overall kiln firing success for the most common objects and materials. Whole kiln hire is available and personalised firing cycles can be negotiated.

In addition to responsibility for the outcome, you will be liable for any damage your work causes to our kilns and / or shelves, and you will be required to pay any repair or replacement costs.

Whilst Gallery Lane Cove takes extreme care whilst firing works by the nature of ceramics there is always a risk of technical failure or accidental breakages for which the Gallery cannot be held responsible for. We are unable to guarantee that all works will be successfully fired and cannot take responsibility for any work that sustains damage or breakages during the firing process. By accepting the Terms & Conditions box below you are agreeing to the above outlined conditions.



## Kilns

### Joy Warren Kiln

(SMALL)

*BISQUE ONLY*

#### Internal Dimensions (approx)

L x W x H

30 cm x 20 cm x 35

21 Litres

It currently has the capacity the fit 3 layers of shelves which are slightly smaller than the internal kiln dimensions. Please be mindful of surface area required for the kiln props too. Each has an approx. 5 cm circumference.

### Woodrow Kiln

(LARGE)

#### Internal Dimensions (approx)

L x W x H

53 x 53 x 73 cm

180 Litre

#### ***Kiln Shelves***

8 x Half:

*53 x 26 cm*

1 x Full Shelf

*53 x 53 cm*

Please be mindful of surface area required for the kiln props too. Each has an approx. 5 cm circumference.

## Rates (GST Inc.)

	Standard Communal <i>\$ Per Kilo</i>	Private Full Kiln <i>small kiln</i>	Private Full Kiln <i>Large kiln</i>
Per Firing	\$8.00	\$90.00	\$160.00

