



# Ceramics Studio Hire Terms & Conditions

## STUDIO HIRE RATES

No refunds or transfers allowed.  
Rates and conditions as effective from October 2023

### Casual Pottery Wheel

1 hour: \$10  
4 hours: \$35  
8 hours: \$65

## GLAZING & KILN FIRING SERVICES

### **Bisque: (1000 degrees)**

**Communal**  
\$8 per Kilo/ Firing  
**Full Private Kiln**  
\$160.00

### **Earthenware Glaze Fire (1100 degrees)**

**Communal**  
\$8 per Kilo/ Firing  
**Full Private Kiln**  
\$160.00

### **Mid-Firing Glaze Fire (1200°C)**

**Communal**  
\$8 per Kilo/ Firing  
**Full Private Kiln**  
\$160.00

### **Stoneware Firing**

**Full Private Kiln (only Option available)**  
\$160.00

Terms and Conditions

1. All Studio Hirer's must follow workplace procedures and instructions provided by the Gallery Lane Cove + Creative Studios. In doing so they take full responsibility of any equipment or Studio damage or injuries that may occur.
2. All hirers acknowledge that they are familiar with the relevant Studio specific procedures for the studio they are hiring, copies of which are in each studio along with the location of fire extinguishers, emergency exits and the nearest first aid kit.
3. Hirers comply with advised dress code- closed in shoes, apron, hair tied back. Hirers are required to bring along their own tools and consumables.
4. If any damage occurs to Gallery Lane Cove + Creative Studios equipment this will be at the cost of the hirer. Any accidents or near misses must be reported to the Studio Technician immediately.
5. Studio hire availability is at the discretion of the Gallery Lane Cove + Creative Studios.
6. Studio hire is to be paid for as per the instructions given by Studio Technician.
7. The hire of the space is for the allotted day and time only. Studio hire half day is based on 3 hours of hire ex. 9.30am - 12.30pm or 1.00pm - 4.30pm. Ensure you clear and vacate the studio at the end of your allocated time.
8. Please notify Studio Technician if you have an existing medical condition or disability or are taking prescribed medication that may affect your ability to use studio equipment safely.
9. Studio Hirer's must provide the office with full contact details and payment for studio hire prior to use. Your contact details will be made available to your hire group unless you tell the office otherwise.
10. As a Hirer you are responsible to return the space clean and tidy; equipment correctly packed away, lights and air con turned off, windows closed, and doors properly secured. You are expected to take care of your own clay recycling and please minimise putting clay down the sink.
11. We are unable to provide storage space, unless specified by the Studio Technician. Hirers are expected to bring along and take all their belongings at the end of their hire period.
12. Hirers must not bring children or guests into studios.
13. Ceramics Studio hirers must have completed OH&S training by Studio technician prior to hire period.
14. The consumption of food and drink are prohibited within the Studio, except for bottled water.
15. Do not bring toxic or hazardous substances into the Studio without consulting Studio Technician prior.

#### Out of Hours Hire:

1. Out-of-hours hirers understand that they must first apply and undergo a suitability review by the gallery manager and the management committee before being approved for out of hour

hire. No individual is guaranteed out of our hire. The continuation or cessation of this arrangement is at the gallery and management committees digression.

2. For all external hirers using the space outside of hours (10am - 4:30 weekdays and 10:00am - 2:30pm Saturdays) you must acknowledge that you are solely responsible for leaving the studio space as you found it, clean and tidy.
3. You must be solely competent in entering and locking up the studio space correctly.
4. You must keep all access information and codes confidential.

### **KILN USE ACKNOWLEDGMENT**

Whilst Gallery Lane Cove + Creative Studios takes *extreme* care when firing works, by the nature of ceramics there is always a risk of technical failure for which we cannot be held responsible. We are unable to guarantee that all work will be successfully fired and cannot take responsibility for any work that sustains damage or breakages during the firing process.

There are many variable factors such as a piece's position in the kiln, thickness of the clay and proximity to other works that can affect the outcome of the firing. By signing this document, you are acknowledging the risk associated with communal firings and agreeing to the above terms and conditions.

Failure to comply with any of the above may result in you being asked to leave the studio.

I have read and understand the points outlined in this document.

Hirer Full Name: (please print) .....

Email Address:.....

Mobile Number:.....

Hirer signature:

Date:

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Studio Technician

Gallery Manager

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For further queries please contact  
**Gallery Lane Cove + Creative Studios**  
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0490 749 854

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*Updated 12/04/2024*