

2021 OPEN STUDIO TERMS & CONDITIONS

RATES & AVAILABILITY

Monday – Friday, 10am – 4pm.

Individual Bookings (max 8 people) \$35 per ½ day 10am – 1pm OR 1 - 4pm (3 hours) \$60 per full day 10am – 4pm (6 hours)	Group Bookings (max 15 people) \$500 per day 10am – 4pm (6 hours)
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*All bookings are subject to Studio availability. Book a minimum of 7 days in advance to ensure availability.

CONDITIONS OF ENTRY

1. Studio hire fee covers the use of equipment (eg. extruder, pottery wheel, slab roller) but not materials (eg. clays and glazes), or staffing.
 - Hire fees are to be paid prior to entering the Studio.
 - Clay can be purchased for \$20 per bag, including; white earthenware, sandy raku, terracotta and terracotta tile).
 - Kiln firings can be arranged at \$150 per firing. Hirers are not permitted to enter the kiln room.
 - C-A-C Studio Facilitators can be arranged at \$250 per half day, \$500 per full day.
 - The Studio's glazes and underglazes are not available for use.
2. The Open Studio is a shared community space.
 - Hirers must sign in at front of house prior to entering Studio.
 - Do not attempt to move the configuration of the room or tamper with parts on the equipment (eg. slab roller, wheels or tables)
 - The Studio may be utilised by up to 8 individuals at a time.
 - Music may be played in the studio at a reasonable volume unless advised otherwise by C-A-C staff or other hirers.
 - Exceeding your booking time will incur an additional fee \$35 per person.
 - Hirer artworks, tools and materials cannot be stored in the Studio. Hirer artworks may only be stored when a Kiln Firing has been arranged and the fee paid in advance.
3. The room is to be left in the condition it is found.
 - Tools and equipment are available for use but must be cleaned and returned after use. This includes removing all clay from the wheels, slab roller and extruder.
 - Broken or unsafe tools and equipment are to be immediately reported.
 - If the hirer leaves the Studio in a mess, the hirer will be required to pay a \$70 cleaning fee.
 - If the hirer breaks Studio equipment OR artworks due to mishandling, the hirer will be required to pay a replacement fee.
 - Clay scraps is to be taken home or disposed of in the labelled buckets according to its type (not washed down the sink).

WORKPLACE HEALTH & SAFETY

1. Best Practice.

- Ensure your workspace is clutter free with appropriate lighting.
- Ensure you are in a comfortable working position with good posture.
- Take regular breaks during repetitive tasks.
- Old clothes and covered shoes are recommended but aprons are also available for use.

2. Hygiene.

- Do not attend the Studio if you are sick.
- Check in and use hand sanitiser prior to Studio entry.
- One person per table is recommended.
- Wipe down your workspace, tools and the studio equipment after use with the antibacterial wipes provided, including: the slab roller, pottery wheel, extruder, table and seat.

3. Throwing Wheel.

- Immediately cease operating the throwing wheel if you notice any abnormality whatsoever.
- Be mindful of water spills.
- Do not unplug or pull on the wheels power chord.
- Beware cutting wires, tools, loose hair, loose fitting clothing or jewellery getting caught in the machine.

4. Slab Roller.

- Keep hands, fingers and other body parts well clear of roller wheel when the roller is in operation.
- Never attempt to move canvas sheets or clay when the roller is in operation.
- Beware tools, loose hair, loose fitting clothing or jewellery getting caught in the machine.

5. Extruder.

- Never attempt to adjust the die or machine whilst cranking the handle.
- The extruder handle is heavy and detachable and easily dropped.
- Beware hands, tools, loose hair, loose fitting clothing or jewellery getting caught in the machine.

DECLARATION

I am over 18 years of age or under the supervision of a caregiver and have read and agree to the above terms & conditions for Campbelltown Arts Centre’s ceramic studio hire.

Print Full Name	Signature