



LATARA CERAMICS.

2022 OPEN STUDIO TERMS & CONDITIONS

CONDITIONS OF ENTRY

Studio hire fee covers the use of equipment (eg. extruder, pottery wheel, benches and tools) but not materials (eg. clays and glazes).

- Hire fees are to be paid prior to entering the Studio.
- Available clay can be purchased for \$25 per bag. You must buy the whole bag. We don't split clay. If you are after a specific clay it's best to purchase beforehand and bring with you.
- Kiln firings can be arranged at \$15 per kg. Hirers are not permitted to touch or use the kilns.
- The Studio's glazes and underglazes are not available for use.

The Open Studio is a shared community space.

- Hirers must sign in at the reception desk prior to entering Studio.
- Do not attempt to move the configuration of the room or tamper with parts on the equipment (eg wheels, kilns, tables or shelves)
- The Studio may be use by up to 8 individuals at a time. Not including staff.
- Exceeding your booking time will incur an additional fee.
- Hirer tools and materials cannot be stored in the Studio.
- Communal shelves can be provided to leave work. We will only store work if it is unfinished for up to 4 weeks or work that's to be fired and being pre-booked.

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, tools 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 vessels due to mishandling, the hirer will be required to pay a replacement fee.

- Clay scraps are to be taken home or disposed of in the labeled buckets according to its type (not washed down the sink).

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

2. Hygiene.

- Do not attend the Studio if you are sick.
- Check in and use hand sanitiser prior to Studio entry.
- Wipe down your workspace, tools and the studio equipment after use with the antibacterial spray or wipes provided, including: pottery wheel, extruder, bench 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.

DECLARATION

I _____(full name) am over 18 years of age or under the supervision of a caregiver and have read and agree to the above terms & conditions for Latara Ceramics studio hire.

Signature
