

CERAMICS: VENUE HIRE AGREEMENT

CONTACT DETAILS

Function Name:					
Function Dates:					
Bump in:	Event Start:		Event End:		Bump out:
No. of Attendees: (max 10 attendees)					
Facilitator Name:					
Facilitator Phone:					
Facilitator Email:					

ROOM HIRE REQUIREMENTS

Ceramics Studio:	<input type="checkbox"/> \$30 p/hr (Community)	<input type="checkbox"/> \$60 p/hr (Corporate)
Kiln Firing: <small>(Please complete a Kiln Request Form)</small>	<input type="checkbox"/> \$85 per firing	
Equipment:	<input type="checkbox"/> Extruder	

TERMS & CONDITIONS

- Hirers will supply their own materials and hand tools. All materials and tools brought in by the hirer is at their own cost and responsibility. Any power tools must be Tested & Tagged before they are brought on site and checked in with a WPCC staff member before use.
- The maximum occupancy of the ceramics room is 10 people at any given time.
- Anyone accompanying the hirer is the hirer's responsibility and must be listed on this form. If the occurrence is a shared hire situation, the noted Hirer has responsibility, and all other persons must be listed on this form.
- Covered footwear must be worn in the studio at all times.
- Hire times must include clean up and is not to interfere with other bookings. Early arrivals and late departures may be accommodated, but additional fees will apply.
- Please report any equipment damage or malfunction to a WPCC staff member.
- The use of the pottery wheels is included in the price of the Ceramics room hire only. The pottery wheels must not be removed from the Ceramics room without prior organisation with WPCC Staff. There is only 8 pottery wheels available for use.
- The hire of the Ceramics Room excludes hire of the Art Room, this must be booked separately.
- Any ceramic work can be fired at the WPCC for an additional cost to the Hirer and in line with the WPCC firing schedules and times. Firings must be organised through the submission of a separate inquiry form, please see below.

BILLING DETAILS

Company name:		Company Contact:	
Company ABN:		Contact Phone No.	
Billing Address:			
Email:			
Signature:		Date:	

CERAMICS: KILN FIRING REQUEST FORM

FIRING DETAILS

Type of firing? <small>(Please fill out separate forms, if both options are required)</small>	<input type="checkbox"/> Bisque <small>(to 1100 degrees)</small>	<input type="checkbox"/> Glaze Firing <small>(to 1100 degrees - Earthenware and Terracotta firings only available)</small>
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How many loads do you require to be fired?

Kiln size specifications W:460mm, D:445mm, H:830mm

Total quantity of items to be fired:

Description of items to be fired:

Qty	Description

Please **submit an image** of packaging with the clay firing requirements clearly identified (type of clay, firing ranges, cones, etc) for firing.

Checklist:

- Are my items completely dry?
- Are 5mm from bases of my glazed items free from glaze?
- Are my clays and glazes suitable for the temperature I'm selecting to fire at?
- Are all items identified with a marking on the base?
- I will leave my contact details with my work that I drop off.

TERMS & CONDITIONS - FIRING

- The WPCC kiln and access to the kiln room is not available to Studio Hirer's.
- We will conduct firings of the kiln on the first and third week of each month. If your load will not be fired during the first or second firing weeks, we will contact you to inform you of the delay to your firing. We do not guarantee your items will be fired within a particular time frame.
- Bookings will be prioritised on a first come first served basis.
- All items must be marked with an identifying marker on the bottom.
- Please bring with you any packaging items to collect your works
- We will contact you regarding a date and time range to pick up your items once fired, items must be collected within 7 days of this date range.
- We do not do midfire firings.
- By placing a booking request, you acknowledge that we will take all care possible, however acknowledge the temperamental nature of ceramics, we do not take any responsibility for unforeseen damage to your pieces or glazes.
- Damage to our kiln through incorrect information provided, or lack of preparation of your works will result in additional costs of repair that will be billed to the hirer/booking organiser

I Agree to the terms and conditions set out by WPCC (DRC) to fire my ceramics.

Signature:

Date: