



## Studio Access Terms & Conditions

Hello and welcome to Northcote Pottery Supplies studio access space. We are really happy to have you here and hope that we can provide those with an interest in ceramics the best possible communal workspace in Australia. This space does not come with tuition so it is important that you have some basic knowledge of the medium to get the most out of your time here. In order to keep the space clean, productive, and safe we have set out some regulations. Please take a moment to read through and abide by the following:

- Cost: \$16/hour (minimum charge for studio use \$16) OR \$40 for the day (2 and a half hours or more)
- Studio Access is open **10:00am-4:00pm** weekdays & **10:00am-3:00pm** Saturdays.
- Must be 18+ to use Studio Access.
- **Studio Bookings must be made online and due to COVID19 sanitation requirement we will only be taking full day bookings**
- Any pottery items you require from the shop must be noted by the retail staff for payment on completion of your day in the studio.
- The Studio includes access to a pottery wheel, slab roller, extruder and bench space as well as scales, boards & newspaper. All other materials and tools must be purchased or self provided.
- All equipment **MUST** be cleaned thoroughly after use.
- You may keep your work on the shelves marked for Studio Access for up to **2 weeks**, as long as it is properly labelled (name, date & phone). **Labels are provided on Studio Access Bulletin Board**. As shelving space is limited, work that is not properly labelled or work that has been sitting on Studio Access shelves for more than **2 weeks** will be disposed of to make room for new work.
- Please note shelving space is provided for work only; please take all of your personal materials and tools with you as we don't offer shelf space for these items. Alternatively, locker hire is available at \$15 per month. Please ask staff for more details if you are interested.
- No dry sanding. Always minimise dust by working with moist or wet clay. Spray bottles are provided.
- No dry material allowed (chemicals, powder glaze, plaster, etc.) The making of plaster moulds is not available in the space. If you have any questions, please ask us about studio safety & working with hazardous material.
- Alert Retail Staff to any safety issues immediately.
- Minimise phone calls; please consider others and take your conversation outside.
- Please use headphones when listening to music.
- Wear closed toe shoes. Safety first!
- No food and drink in Studio. Please use tea room.
- Do not introduce any food or drink to the Studio sinks.
- Do not leave your valuables unattended. We cannot be held responsible for lost or stolen goods.
- Please be respectful of our operating hours and begin cleaning up prior to 4:00pm weekdays & 3:00pm on Saturdays. As much as the staff love working here they like to leave on time more!
- We do not offer 'hands on' help in Studio Access, however our staff are happy to answer any questions you may have to the best of their ability regarding materials. With that said, ceramics is a very volatile medium; there are ups and downs and many ways to achieve very different or similar effects. With many solutions there are also many problems that can arise, please always do appropriate testing before assuming you will be able to achieve your desired finished product.
- Please be aware that this is a functioning business and there is a lot of activity going on. As such we ask that you take care and be conscious of the surroundings at all times.
- Please do not walk through the dispatch area. This is a safety precaution. If you need to go outside or use the restroom, please go around through the Retail space.

This is a community studio & we ask that you be conscious and respectful of others, their work, the space and the equipment you share. We hope you enjoy your experience at NPS Studio Access and continue to create and educate yourself and others in this practice we all value, ceramics.

Measures to ensure Studio Access complies with COVID-19 regulations:

- Hand sanitiser is provided upon entry to the building, as well as in the Studio Access space. It is a condition of entry that everyone who enters makes use of the hand sanitiser and practices good hygiene when working.
- All studio access users must have their temperature checked before spending the day in the studio, if your temperature is in excess of 37.7°C you will not be permitted to use the studio.

Please see below for the temperature range for adult results via forehead reading.

	Normal Body Temperature	Mild Fever	Fever
Adult	35.4 – 37.7°C	>37.8 – 39.4°C	More than 39.4°C

- Studio Access is limited to 8 people per session.
- Access users are limited to wheel work only. We have reduced the number of work benches in the space to allow for social distancing and to accommodate our Studio Artist in Residence. Benches for wedging remain available.
- We have spaced all of the wheels and work benches to ensure we adhere to the required 4 metres square social distancing guidelines.
- Rental tools will be unavailable for hire until further notice. Tools can be purchased from our retail store.
- Plastic will also be unavailable until further notice. Studio Access users should bring their own plastic to wrap their work.
- Participants should endeavour to bring their own plastic wrap – or alternatively ask a member of the NPS staff for a plastic sheet to cover work. If we have sanitised plastic sheeting available, we will provide it to you upon request.
- If you are hoping to use our slab roller or extruder, please get in touch so we can discuss arrangements for this on 03 9387 3911 or via email – [info@northcotepottersupplies.com.au](mailto:info@northcotepottersupplies.com.au)
- Sales and bats will only be available on request, and we ask that users sanitise their hands before use, and disinfect these when finished using.
- Workbenches and wheels will be sanitised by NPS staff at the end of each day. However we ask that users wipe down their wheel and workspaces as per usual.

Thank you for your cooperation.

[www.northcotepottersupplies.com.au](http://www.northcotepottersupplies.com.au)