



GCPA Kiln Hire

Gold Coast Potters Association

03.02.202

Conditions of use for the hire of Gold Coast Potters kilns - Benowa

1. Payments:

1.1 Payments for the hire of kilns must be made in full to the Gold Coast Potters Association before the kiln is used and a refundable \$200 deposit paid.

1.2 Members who require access to the kiln room must apply to hire a key for access to the studio. Once in the studio they will use the code to the kiln room door to access that room. They must not allow non-key holders to access the studio or kiln room with them or give the code to anyone else.

1.3 Breakages or damage to the kiln, shelves or ancillary equipment must be rectified or paid for in full should rectification not be possible. This must be completed before the kiln is rehired to the hirer concerned.

2. Use:

2.1 The kiln must not be fired during school hours and must be booked in advance with the appropriate person appointed by GCPA.

2.2 The kiln and kiln room must be left in the condition it was found. This may require the grinding, sanding or removal of backwash (to be done outside not in studio or kiln room). Where this occurs the shelves must be re-coated with bat wash in the manner demonstrated at the workshop conducted by GCPA.

2.3 Gold Coast Potters Association reserves the right to cancel or suspend the "contract of use" of the kilns if any items in this document are not met.

2.4 Members must sign in and sign out of the studio every time they enter the premises.

2.5 Members are only permitted to use the kiln three times in a calendar month and can only book another kiln after each firing is complete.

2.6 Gold Coast Potters Association will not be held responsible for damage to personal belongings or any work that is damaged in firings, lost or stolen.

2.7 Best practice must be adhered to at all times when working in the studio and in consideration of others.

- 2.8 Members are required to attend a kiln workshop conducted by GCPA on a regular basis or when stipulated by GCPA.
- 2.9 Users are required to provide their own cones and to make their own cone holders.
- 2.10 Dry areas must be wet cleaned.
- 2.11 Members must attend and pass a full Health and Safety and Covid Induction before being able to hire the kilns.
- 2.12 No property belonging to the GCPA must be removed from the premises at any time, even for repairs unless permission is obtained.
- 2.13 Guests, family and friends are not permitted in the kiln room at any time. GCPA will not be held responsible for any accidents or injuries in relation to this.
- 2.14 By signing the Conditions of Use Contract, the member agrees that they have read and understand everything in this document and will respect all Health and Safety regulations.
- 2.15 Gold Coast Potters Association cannot be held responsible for any injuries caused through the misuse of the studio or equipment.
- 2.16 GCPA reserves the right to appoint a kiln manager to oversee any part of any firings and to inspect the kiln after firings.
- 2.17 No person hiring the kiln is allowed to change or adjust the firing schedules preset in the controller.
- 2.18 Any damage to the kiln or ancillary equipment must be immediately reported to the appropriate person.
- 2.19 Unauthorized maintenance of the kiln must never be attempted.
- 2.20 The kiln firing book must be clearly filled in before and after each firing.
- 2.21 All Covid studio and kiln room requirements as set out by GCPA must be adhered to.