



Create CIC users' handbook

All our users' needs are different, which is why, in addition to courses, workshops, masterclasses and kiln hire, we offer three different ways to use our studio.

Our pottery studio has level access and a wide range of tools and equipment. You are also welcome to make use of our kitchen and co-working space where you will find a range of teas, a coffee machine, and a contemporary crafts library which includes a full set of Ceramic Review and a wide range of books on warm glass, ceramics and jewellery.

Studio Time

Ideal for ad hoc users who want to occasionally work on their own pieces in the studio. Only accessible during advertised studio time.

2.5 hours for £25

This gives users access to the ceramics studio and equipment (wheels, slab roller, extruders, tools) together with a range of glazes and slips only during advertised studio time slots (timetable below).

Create CIC house clay is Oxidised St. Thomas clay which is a very versatile clay which will fire at earthenware or stoneware. This clay can be purchased at Create CIC for £20 for of 12.5kg bag, or £6 for a 3kg bag, or you may bring in your own raw materials. If using clay from another supplier please discuss with a Create CIC staff member before sending to be fired.

With the exception of work in progress there is no access to personal storage or locker space, and all personal tools and equipment must be taken home after every session.

The cost includes the firing of the piece or pieces worked on in that session.

We aim to complete all firings within four weeks but this is dependent on kiln availability. Please discuss your kiln firing needs with a Create CIC staff member and inform them if it is urgent.

These sessions are bookable online or in person by cash, card or bank transfer.

All fired work must be collected within one month of notification that firing is complete, after which time it may be disposed of.

Studio Time Plus

Ideal for regular users who want to spread their studio use over a longer period of time and get a reduced rate for booking a block of studio time sessions in advance. Only accessible during advertised studio time.

12.5 hours / 5 studio time sessions for £100 to be used within 12 months from date of purchase. Save £25 on the studio time price for regular users (or get every fifth session free).

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Membership

Ideal for frequent regular users who would like access to the studio several times a week. Members can access the studio any time Create CIC is open (see below for opening times).

Membership is offered at two different levels:

25 hours per month for £150

50 hours per month for £290

This gives user access to the ceramics studio and equipment (wheels, slab roller, extruders, tools) together with a range of glazes and slips only during Create CIC opening hours (timetable below).

All members will have the opportunity to exhibit their work as part of a group members' exhibition once a year.

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Access to personal locker with key and shelving space for work in progress and clay storage. Lost locker keys will need to be replaced at the expense of the member. Create CIC will keep a spare locker key for security reasons.

The cost includes the equivalent of one firing of Mini Match, the medium Ikon kiln, or £40 towards a larger kiln firing. Part kiln firings are available subject to Create CIC staff agreement.

We aim to complete all firings within four weeks but this is dependent on kiln availability. Please discuss your kiln firing needs with a Create CIC staff member and inform them if it is urgent.

All fired work must be collected within one month of notification that firing is complete.

To be paid be paid monthly by direct bank transfer / standing order on the first of the month (bank details below).

Outside studio times only six members can use the studio at any one time. Membership hours should be booked online via the website (studio time) or in person.

Wheels should only be used during studio time hours (see timetable above) due to the noise.

Autumn 2024 studio time timetable

Wednesday 25th September to Friday 13th December 2024 inclusive. May be revised from January 2025.

Tuesday	Wednesday	Thursday	Friday
10.30am - 1pm	10.30am - 1pm	10.30am - 1pm	10.30am - 1pm
1.30 - 4pm		1.30 - 4pm	
	6 - 8.30pm	6 - 8.30pm	

Autumn 2024 Create CIC general opening times

These opening times are valid Wednesday 25th September to Saturday 14th December 2024 inclusive and may be revised from January 2025. This equates to 34 hours available to members per week.

Tuesday	Wednesday	Thursday	Friday	Saturday
10am - 4.30pm	10am - 8.30pm	10am - 8.30pm	10am - 4.30pm	10am - 4.30pm

Bank details

Account name: Create (Cornwall) C.I.C.

Bank: Starling Bank

Account number: 66011617

Sort Code: 60-83-71

Membership should be paid on the first of every month. Minimum two month membership with flexible cancellation after that.

For the comfort, safety and wellbeing of all Create CIC staff, volunteers and users, all users of the studio should adhere by the following basic rules.

- The studio and working space should be left as found.
- All tools and equipment should be cleaned thoroughly and returned to the place they are kept.
- All users should undertake a basic induction with a member of Create CIC staff before using the studio or have attended a beginners or intermediate course.
- The fire exits are clearly marked - one in the ceramics studio, one in the glass and jewellery studio, and the main entrance. In the unlikely event of a fire or other emergency please follow the instructions of the Create CIC staff members. In the event of the building being evacuated please leave the building by the nearest exit and gather in Commercial Square until a Create CIC member of staff tells you it is safe to return to the building or gives you other instructions.
- Only Create CIC staff members should touch or open the glass or ceramics kilns.
- You must not enter or work in the kiln room without a Create CIC staff member.
- Do not touch or handle other peoples' work without their express permission.
- In the event of an accident, emergency or if you or another studio user is injured or taken ill please inform a Create CIC staff member immediately.
- In the event of the Create CIC staff member being involved in an accident or taken ill contact numbers of other staff members are as follows:
 - Angela Hatherell 07703 151851
 - Jane Smith 07980 135138
 - Lois Jones 07882 086617

All Studio Time and Membership sessions are NOT TAUGHT SESSIONS. Create CIC staff members will be on hand for any queries you may have. One to one or private group sessions can be booked separately if you'd like to learn a particular skill or method - ask for details.

Please speak to Jane or Lois if you have any questions about using the studio and equipment.

Please complete the following details:

Name:

Email address:

Mobile number:

Emergency contact name:

Emergency contact number:

Emergency contact relationship to you:

Locker number:

I agree to all studio rules above and have completed an induction or have previously attended a course at Create CIC.

Signed

Dated