



Tel - 02920 220349

info@theprinthaus.org

70a Llandaff Road, Canton, Cardiff, CF11 9NL

www.theprinthaus.org

## WORKSHOP TERMS AND CONDITIONS

### Membership

Membership is for people to develop their own artwork. Applicants must be 18+ years old. There are two types of membership: 1 year or 6 months. Students receive a 5% discount with evidence of either: A valid student ID or e-mail from a course tutor supporting student status.

Membership is only valid for the prescribed period. Members can opt to renew. Requests made to extend membership without renewal, will not be granted. In the instance of extenuating circumstances an extension will be determined by the directors.

### Joining

Before paying any membership fees, all applicants enter into the same joining process prior to induction. The process assesses level of competency and provides training to ensure applicants are able to work independently. Training is a 2 hour session and charged at a set fee to include the tutor and materials. The number of sessions required is determined by the individuals aptitude.

### Induction

The induction is included as part of the membership fee and will provide members with all the necessary information to begin working in the workshop.

### Your Membership

All members receive discounted prices on art materials. New members must complete a minimum of 20 hours studio time, before becoming eligible to apply for keys. Prior to this, access to the workshop and facilities is during staffed times only. Members are able to seek technical support or discuss their projects with staff. The printing of other peoples artwork for profit is strictly not permitted.

### Keys Policy

Members are eligible to apply for keys after completing the minimum of 20 hours studio time. Members are required to pay a £50 refundable deposit for keys. There are three keys to a set. Upon receipt of keys, members will be shown how to open and close the workshop. A digital copy of the procedure will be sent via e-mail. Under no circumstances are the keys to be lent out. In the unfortunate circumstance a second set is issued, members will lose their initial deposit and be required to pay a further £50. The deposit is refundable provided the full and working set are returned in due time. If keys are lost for a second time a third set will not be issued and members will only be able to use the workshop during staffed hours.

### Maintaining the Workshop

Members are required to clear up after each day of printing. Members who repeatedly leave mess in the workshop will have their access to the space restricted.





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### **Paying for materials in the workshop**

Members can purchase materials on designated staffed days. Payment is required at the time of purchase. Accepted forms of payment are cash or card. BACS transactions have a £10 minimum spend.

### **Bookings for training, tests, inductions, 1-2-1's and courses**

#### *Paying for Bookings*

1. Payment is required in full and in advance, unless alternative arrangements have been confirmed with a member of staff.
2. Invoices for online banking will be sent via email, unless arranged otherwise. In this case, cash or card payments are accepted in person.

#### *Absences/Reschedulements*

1. To change a booking, at least 1 weeks written notice is required.
2. If less than 1 weeks notice is given, participants will forfeit their booking and original fee.
3. Extenuating circumstances will be taken into consideration on an individual basis. This does not guarantee a refund or reschedulement of the booking.
4. In the event of Printhaus rescheduling a booking, participants will receive at least 1 weeks written notice and be eligible for a full refund or can transfer the booking to a preferred date.

#### *Late Arrivals*

1. Please arrive 5 minutes before the start of the booking.
2. Please be aware that times will not be extended to cover any period of late arrivals.
3. Participants running 5/10 minutes late on the day must provide advance notice.
4. Participants more than 10 minutes late will forfeit their booking and original fee.

### **Health & Safety in the Workshop**

Members must be signed off by staff before the use of any printing equipment. Materials brought into the workshop, which are not from the shop must be approved by the Workshop Manager before use. There are two main reasons for this: we need to know what is being disposed of in our drains; the workshop is a shared space and members with medical conditions could be exposed to fumes/chemicals that might endanger their health and your own.

### **The Honesty Box**

The Honesty Box is a system of payment for members to use during unstaffed hours. The system is explained to all new members during the induction. Members are trusted to keep a tally of how much they owe and make payment before leaving the workshop that day. I.O.U's are not accepted. Any member who has to be repeatedly reminded to pay will forfeit their membership.





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### **Renewing/ending membership**

Members can choose to renew their membership if they wish. All members will receive a 2 week reminder by email before their renewal date. Members must inform the workshop about whether they would like to continue their membership before the renewal date. To end membership, members must inform the workshop by email of their intentions and arrange for the return of keys and collection of their belongings. Keys deposits (if applicable) will be refunded provided the full set of keys are returned.

### **Courses and Events**

The continued subscription from the local community helps to sustain The Printhaus. This means there will be certain times when access to the workshop is restricted because of a course or event happening. The level of restriction will vary depending upon the size and requirement of each group. In all instances members will receive advance notice by email.

### **Code of Conduct**

Members should be especially aware of the following instances that are considered serious offences and could result in the termination of their membership:

1. Printing other peoples work for profit.
2. Using the equipment under the influence of alcohol/drugs.
3. Repeatedly failing to pay for materials.
4. Bringing non-members into the workshop without permission.
5. Repeatedly failing to keep the workshop tidy and respect other users of the workshop space.

