

Workshop 305 CIC Studio Access Membership Terms & Conditions and FAQ's **September to November 2025**

Workshop 305 is a multi-use community studio space offering a pottery studio access membership to people wanting to develop their working practice in a friendly and welcoming environment.

This membership is ideal for those who already have basic knowledge and experience from attending beginners and/or improvers classes or courses elsewhere and want time to continue their projects in the studio.

On your first day's membership there will be an induction to learn how to use the workshop safely and with care for the equipment, your own work and the work of fellow makers. You will then understand and be able to follow our procedures and work within health and safety guidelines with an awareness of COSHH - this is working with materials that have a potential for being hazardous, as many ceramic materials do. This helps to ensure that everyone at the workshop can work safely and independently. Please bring along your own apron, we advise that you wear one every session.

Will someone be there to help me?

A technician will be on hand during the session to provide guidance and support but please note, this is not a taught session and the technician will advise you if they think you would benefit from attending a tutored improvers session to develop particular skills more thoroughly or to learn a new process or technique.

What are the opening hours and times?

The membership hours are on Tuesdays and Thursdays from 4.45pm – 8.45pm. Membership gives you access to both evenings. We do not sell single evenings.

You are unable to attend any other session in place of a membership place.

If you arrive before 4.45pm we ask you to wait in the art/woodwork workshop to allow staff to finish their break as it is possible they have also worked a daytime session.

Is there a minimum age requirement?

The minimum age is 18 years old.

Can I transfer my membership?

Memberships cannot be shared or transferred.

How do I pay?

Fees for a block can be paid by three recurring monthly payments or by a one-off payment.

What if I want to continue my membership after this block?

Memberships run in blocks of approximately 3 months with breaks in April, August and December. If you have a current membership, you will automatically be eligible for a place for the following block. Booking for the next block will open for current members one week before they will be open for the general public.

You'll be able to book again if you wish from Thursday 27th November – Thursday 4th December 2025.

What if I want to cancel my membership or not continue after the block ends?

We will require 1 months' notice in writing to membership@workshop305.com if you want to leave before the end of the block. Your shelf will need to be cleared by the end of the notice period. If you don't plan to renew your membership at the end of the block your shelf and work must be cleared by then. Work cannot be fired for anyone once they are no longer a member. If you still have work that needs firing once you are no longer a member you can book on to an improvers session.

Can I bring a guest?

I'm afraid that we do not allow guests, human or pets, to studio access sessions.

Where do I leave my belongings?

If you want to keep bags with you please tuck them under the bench so they aren't a trip hazard. Coats, and bags if you wish, should be hung on the coat racks and not draped over the back of chairs as they too present a trip hazard. You are responsible for your own personal belongings.

Can I bring refreshments?

As a general health and safety rule eating is not allowed in the pottery. We would be grateful if you did not bring any food onto the premises but feel free to bring a drink if it is in a secure lidded cup or a bottle. Open cups should not be used in the pottery. Supplies of drinks that are in the kitchen are reserved for daytime specialist classes. We appreciate you taking your bottles home to recycle or reuse.

I'm experienced, do I have to complete an induction?

New members will have to complete an induction before a membership can start. This has Health & Safety information on it which needs to be understood. You will need to complete an induction if you have a break in your membership that is more than the length of one block.

I'm a production potter, can I attend?

Our membership is not suitable due to space restrictions.

Do I have to pay for materials?

Yes, payments are taken at bisque, the price for this block will be £12.50 per kg.

What kind of clay and materials are available?

Our main clays are:

Earthstone Original clay – A popular all round clay with a white body

1090 Special Flecked S/W clay – A toasty buff firing clay

E/S50 Earthstone Crank S/W clay – a highly grogged clay good for sculpture and outdoor work.

We have a selection of coloured slips, oxides and underglazes for decorating.

What equipment is there?

We have a range of equipment for throwing and hand-building. We have 2 x Gladstone Classic wheels, 3 x Bailey wheels, 1 x accessible height-adjustable wheel, a slab rolling bench, a clay extruder and a range of plaster moulds for press-moulding. We have a selection of small tools which are shared across all workshops; you might, over time, want to

build your own collection. If you do bring your own tools please make sure they are clearly marked. Do not reserve or write your name on any workshop equipment as it is all dedicated for shared use. We do not have slip-casting facilities.

Can I bring my own glazes?

We supply a good range of glazes that we either mix from trusted recipes or obtain from suppliers. If you want to bring your own brush on glaze this must be agreed with the technician and you will need to test before use, firing your test on a protective crank.

Can I take work off site?

Any work taken off site cannot be returned to the workshop for firing, either greenware or bisque.

Can I bring work made off site to fire?

We cannot fire any work that hasn't been made or glazed at the workshop using approved materials.

Do I have an allocated storage space?

Members are given a designated storage shelf which is W42cm x D62cm x H35cm. Please use this for storage of work. Be mindful of clay dust and give your shelf and containers regular wipes with a damp sponge, we recommend at least monthly. No items should be left on the floor or on empty shelves.

Where do I store work that is too big to fit on my shelf?

Oversized work, for instance, work that is tall or bulky can be stored on a communal shelf, either for greenware or bisqueware. Any smaller items, for instance, pots on batts, must be removed within two weeks. All work must be clearly named and dated. Tall or awkward items will be removed if left for longer than the length of the block, unless you book a follow-on block and arrange otherwise with the technician. It must be removed before the end of a second block. Please take care when removing or adding items.

Where do I leave my work that is ready for firing?

Greenware and work ready for glaze firings should be left on the appropriately named shelves. These cannot be used for general storage. Items ready for glaze firing must have the glaze/s used identified on a marker. Please remember, work will only be fired if it is clearly marked and placed on a protective tile if required. If we find that work has been poorly glazed or the glaze is too thick or if work has been poorly constructed, we will not fire it as it presents a risk to the kiln and to other people's work. If you want to make something that is extra large or heavy check with the technician first as there are size restrictions and manoeuvring issues to consider. Staff will not fire objects whose manoeuvring might potentially cause an injury. Such items, if approved, will be charged differently due to the space taken in the kiln.

How will you know it is my work?

Your work must be clearly marked with your initials or a recognisable makers mark.

Can I prioritise my work for firing?

We are unable to prioritise firings. Please be aware that we will not fire a kiln that isn't at capacity, we're mindful of our environmental impact and the overall firing cost per item. Half empty kilns will also be less predictable with the quality of the firing outcomes.

Could my work get damaged?

This is a shared space, and we will do our best to ensure that your work is kept safe but accidents can happen, both inside and outside the kiln and through handling and some things are out of our control. For instance, some oxides can affect the work of those placed near them with flashing or work might bloat or blow because of air bubbles or plaster in the clay.

Ceramics and firings can be unpredictable. Due to the nature and uncertainties of processes, you will not be eligible for any refunds.

Do I have to pre book a wheel?

We do not have a booking system currently. Please be mindful and considerate if someone else is waiting to use a wheel. Wheels should not be reserved at any time.

Can I go into the kiln room?

The kiln room is not accessible to anyone other than staff.

What happens if the technician is unavailable?

We aim for there to be technical support there each session. In the event of staff sickness, we will endeavour to cover this. If we can't cover this with a technician, it will be covered by another member of staff.

What happens if a session is cancelled?

We may have to cancel the session in exceptional circumstances. You will be notified by email, we will try and give you as much notice as possible. You will receive a partial refund for this.

Do you take part in any Black Friday sales?

No, I'm afraid that we don't. Members do however get 20% off all single improvers sessions (member must attend, these cannot be transferred) and 15% off throwing/hand building workshops (member can use/pass on this code, maximum 6 uses, discount excludes materials). Currently, these are sold with baluu. A discount code will be set up for use, we will notify you separately about this.

When can I collect my work if it is ready?

Work must be collected during the membership time slots.

After a block ends you can still collect finished work – we will let you know the available time slots for this.

If I need to contact you, how should I do this?

If this is urgent, please call us on 020 8971 9172.

All emails should be sent to membership@workshop305.com Please do not copy in any individual staff or our info email. We will endeavour to respond to your email within 3 working days.

Cleaning up and Health and Safety – Do's and Don'ts

Sink area

The large sink on the right has a waste trap, use this sink for heavier washing. Work boards are best wiped in situ on your bench as they are larger than the sink and can flood the floor area.

Clean all tools, boards and equipment, including hot-air dryers and put away dry and in their correct place.

Do not dry sweep

Clay and slips contain silica, as do some glazes. See all dry materials as being hazardous. Clay ground into the floor becomes hazardous dust very quickly and needs to be prevented from being walked around.

Mop up all spills as soon as they occur and pick up dropped clay

Wheels

Remove the slops to the slop bucket – not into the sink

Wash the tray inside and out, twice, finishing with a fresh water rise

Wash the outside of the machine, legs, panels, footrests and switches

Wash the surrounding areas including the radiators and windowsills and any affected furniture.

Mop the floor, first with the wet mop then secondly with a dry mop.

Switch off the wheel then switch off at the socket. Unplug and wind the cable around the wheelhead.

Slab-rolling bench

Wipe the bench top and winding mechanisms and give the cloths a damp wipe after use.

Extruder

Wash the arm and loose parts in the big sink.

Scrape the inside free of clay then wash the inside and outside thoroughly,

Make sure the floor underneath is clean and free of all fallen clay.

Tables

Do a first wipe then follow with a second fresh water wipe to remove all clay.

Lift any fallen clay from your floor area with a damp sponge

Mop the floor using the wet mop/dry mop system

Wedging bench

Wipe the bench, doing a first wipe followed by a second fresh water wipe.

Wipe the plaster batts the same way

Using oxides and glazes

Oxides and glazes need to be handled with care due to the hazardous nature of some of them. Glazes are prepared by technicians but when you use them or when you use oxides we advise you to wear gloves which we provide and work with them damp. Once a glaze dries it is very powdery so keep handling to a minimum. Do not wash glazes or oxides down the sink.

Glazes and slip buckets

Wipe down the outside thoroughly and the inside top edge by 2 – 3 cm to maintain a good seal on the lids.

Keep equipment on a tray to minimise mess

When glazing have a bowl of water by you for hand rinsing to save drips falling on the floor on the way to the sink.

Return your glaze buckets to the correctly marked place on the shelves.

Plaster moulds

Wipe clean inside and out.

Return to the correct storage space

Stack them carefully, face to face to protect the inside surface.

Equipment maintenance

Maintenance happens during the daytime so will not affect your access to the workshop but kiln maintenance might affect the flow of kiln firings, particularly if a repair is needed. We will do our best to mitigate this by arranging for regular works to take place outside of the blocks but if a repair needs to take place this might affect the flow of work going through the kilns as they will need to be cold.

By purchasing a membership, you agree to follow the terms, conditions, and guidelines outlined in this document. If there are any breaches of these terms or guidelines, we reserve the right to terminate your membership without refund.

Thank you for your support.