

Kiln Rental: Check In Sheet

1. Your Name: _____ Drop Off Date: _____

2. Your Email Address: _____

3. Your Phone Number: _____

4. Firing Temperature (*range is from ^05 - ^6 for electric kilns*): _____

5. Clay Body being used:

please provide receipt w/ proof of temperature attached to this form, or images of the packaging with these details and email them to **kilnrental@theclaystudio.org*

6. If applicable, please list any glazes, underglazes, slips or washes that are being used:

7. Preferred kiln size:

Test Kiln

^{^05 - ^2} \$20
^{^3 - ^6} \$30

18" Kiln

^{^05-^2} \$50
^{^3 - ^6} \$60

23" Kiln

^{^05-^2} \$70
^{^3 - ^6} \$80

27" Kiln

^{^05-^2} \$90
^{^3 - ^6} \$100

DaVinci

^{^05-^2} \$120
^{^3 - ^6} \$140

****Please choose the following in regards to your kiln selection*

I authorize The Clay Studio to use the best suited kiln to accommodate my work and charge accordingly.

I authorize The Clay Studio to only load a kiln of my chosen size. Any work that does not fit will not be fired.

Printed Name: _____ Signed: _____ Date: _____

By filling out and signing this form, I agree to the terms set out in The Clay Studio Kiln Rental terms conditions detailed on the back of this form

Below For Staff Use Only

Kiln Size Used: <input type="radio"/> Test Kiln <input type="radio"/> 18" Kiln <input type="radio"/> 23" Kiln <input type="radio"/> 27" Kiln <input type="radio"/> DaVinci	Firing Temperature:	Date Loaded: <hr style="border: 0; border-top: 1px solid black;"/> Date Unloaded:	Total Cost: <hr style="border: 0; border-top: 1px solid black;"/> Date Payment Processed and emailed for pick up:
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Additional notes:

The Clay Studio Kiln Rental terms and conditions:

You can drop off your work during gallery hours Monday-Friday 11am-5:30pm, on Saturdays and Sundays 11-5pm at the front desk.

- Individuals renting kiln space are responsible for transporting work to the studio and then picking it up once fired.
- Those renting kilns are not permitted to load, fire or unload the kiln themselves.

Condition of work:

All bottoms of pieces must be free of glaze. There must be at least a ¼" margin on all glaze pieces. If these rules are not followed, you may be assessed an additional charge to wipe the bottom or sides of your pieces. **We do not stilt work.**

Picking up fired work:

We will email you at the email provided to us on the contract to let you know your work is finished and ready to be picked up. You can pick up your work on the first floor during regular gallery hours Monday-Friday 11am-5:30pm and Saturday -Sunday 11-5pm.

Please note that we will hold your work for 30 days; if this time has elapsed with no communication from you, your work will be donated to our annual Pottery Sale or recycled.

Firing temperatures:

We can accommodate firing temperatures in our electric kilns from ^05 - ^6. We do not accept once fired work up to cone 6; all work must be bisqued first.

Cone Firing Documentation:

Those renting kilns must provide written or visual documentation of the clay and glazes used and their appropriate firing temperatures if using clay or glazes purchased outside of The Clay Studio. This could include a receipt, photo of a clay box label or a glaze bottle label. We cannot fire your work without this documentation.

Billing:

A valid credit card must be on file with us before renting a kiln. Please call us at 215.925.3453 to give us your credit card information. Kiln rental fees will be processed and charged to the card on file on the day work is available for pick up. Invalid credit card payments may result in additional fees and kiln rental privileges being revoked in the future.

Breakage and unwanted results:

The Clay Studio is not responsible for breakage of work or poor glazing results in the kiln due to maker error. However, every effort will be made to load and unload all items carefully.

Damage to kiln or equipment:

If your clay or glazes cause damage to our kilns, you will be assessed an additional fee to replace shelves, posts or other equipment. This can range from \$25 to replace a shelf to \$3000 to replace an entire kiln. We will contact you if these fees need to be assessed and add them to your monthly firing invoice.

Firing turnaround times:

We will try to have your work fired within two weeks; however at peak times kiln rentals may take longer. If you are under a deadline please plan ahead and communicate your deadline to us in advance.

Additional charges:

We may need to include additional firing charges based on a number of factors, including wiping glaze off bottoms, etc. Base rate for these services is \$10 and increases depending on how many pieces need special attention.

If you have questions about additional fees please email kilnrental@theclaystudio.org

Use of the Studio Glazes is an available option. **Minimum fee for use of studio glazes is \$25.** Please contact us for additional information and to schedule an appointment for glazing.

Special firings:

Gas kiln and other temperature firings are available on a limited basis. **Please contact Education@theclaystudio.org for more information and availability.**