POTTERY CLASSES TERMS AND CONDITIONS

PURPOSE
The purpose of these Terms and Conditions is to ensure the safe and effective functioning of Bondi Pavilion Pottery Studio.

TERMS
- The Pottery Studio provides pottery instruction to adults and children.
- It is not a studio for commercial or mass production.
- Offensive work is not permitted. Offensive means racist, sexist, containing crude language, graphic depictions of a sexual or violent nature, or work containing a person’s details.

TICKETS
- Tickets are sold through our online booking system accessible through our website.

CONCESSIONS
- Centrelink issued low income card holders are entitled to purchase a concession ticket. Concession tickets are available in ALL classes. Concessions must be valid at the time of booking.
- Seniors Card holders can buy a ‘Seniors Discount’ ticket for our Thursday morning class (only). This class gives priority placement to Seniors Card holders and Centrelink Concession card holders. However if the class is not full 7 days prior to commencing then full fee paying adult tickets will become available.
Verification: All Concessional and Seniors Discount ticket holders are required to:
  - Email their full name, concession or discount type and card numbers to:
    pottery@waverley.nsw.gov.au
  - Present their Centrelink Concession or Seniors Card to their tutor at the first class.

CANCELLATIONS
Minimum numbers must be reached for a course to run. If a course is not able to proceed, you will be given a full refund or offer of an alternative (if available).

REFUNDS
- All fees are non-refundable and non-transferable except under exceptional circumstances.
- Missed classes due to changes in personal circumstances are the students’ responsibility and no refunds, credits or make up classes will be provided.

CLASSES
- Students cannot access the pottery studio prior to the start time of a class and are required to leave at the scheduled end time. Time immediately before and after the class is used by tutors to prepare and tidy.
- The Bondi Pavilion Pottery Studio is closed on public holidays. Courses that have a Public Holiday within them will be shorter & the fee will be adjusted accordingly.
- All children MUST be signed in & out of their activity venue by a parent or guardian. Children are not allowed to leave the supervised area alone.

MATERIALS
- Students need to wear enclosed shoes at all times and to bring their own apron and towel.
- Because we offer subsidised community classes, choice of materials and resources are limited and may vary during terms.
- Adult students need to purchase clay upon enrolment, unless a continuing student with leftover clay from the previous term.
- Children’s tickets include clay and basic materials as determined by the tutors.
- Any externally sourced materials that a student wishes to use must first be approved by tutors.

SAFETY & WELLBEING
- Students should act in a way that respects the rights of other people, including staff and tutors. A student whose behaviour is disruptive to the class or inappropriate towards others will not be tolerated. In such cases, the student may be asked to leave with no recompense for fees lost.
- Students are required to assist in leaving the studio clean and tidy at the end of each class.
- Friends, relatives and children are not permitted to attend classes with enrolled students.
- Students must follow the direction of Council staff at all times.
- If any students have special needs (medical/physical/cognitive) please contact the Cultural Programs office prior to enrolment.

SUSTAINABILITY
- Operating a kiln is an energy intensive operation. In accordance with Waverley Council’s Sustainability Policy the Pottery Studio seeks to avoid waste. The firing of work produced in the studio by students is offered at our discretion and Council staff have the right to refuse to fire any item made in class.
- Work made outside of the Bondi Pavilion pottery classes will not be fired.

COLLECTION OF WORK
- As we cannot guarantee a position in the following term, students need to take their incomplete work home at the end of each term.
- Storage in the Pavilion Pottery Studio is limited. Unclaimed belongings and works not collected within two weeks of being fired will be sent offsite for recycling or disposal.

All enquiries are to be directed to
Waverley Council Cultural Programs
Email: pottery@waverley.nsw.gov.au
Tel: 9083 8789

Waverley Council reserves the right to change these guidelines JULY 2018