



Thankyou for your interest in making use of our community workshop. We're passionate about building a supportive, inclusive community of makers, artists, crafters, and inventors who want to share skills, support each other, and have fun through making.

The fee you pay not only gives you access to our facilities, but supports our community projects and goes towards making Wigan a better place to live.

Alongside this document please also read our Covid Secure Procedures which you can find here:

https://docs.google.com/document/d/1j1K3X77Lf9BCzD2Z_fFcDOTJwWzbxjUwjeZVFD1DoE/edit?usp=sharing

Booking

In order for us to adhere to social distancing guidelines at all times we have introduced a booking system. Booking slots are three hours long and run from 10am - 1pm and 1pm - 4pm. A maximum of four people will be able to book to use the space at once. Please only book a slot if you are committed to attending.

If you'd like to book the laser cutter please book a Community Workshop slot **and** a Lasercutter slot.

To book, go to <http://wigansteam.skedda.com>

How to Pay

A half-day in the workshop is £7.50. Once you have booked we will send you a link to pay for your booking. If you accrue any material costs, these should be paid at the end of your session before you leave.

Cancellations

Your booking can be cancelled or changed up to 48 hours before it is due to. Please cancel any unwanted slots at the earliest opportunity. You can cancel your slot up to 48 hours before your slot, after which you will not receive a refund.

Safeguarding

Under 18s are not currently permitted to use the workshop. Vulnerable adults **must** be accompanied by a carer or PA at all times. PA's may attend for free to offer support and therefore do not need to purchase a ticket, however should the PA wish to join in they may do so by purchasing a half price ticket to any event.

Facilities

Equipment and Facilities include:

- Shared working space
- Laser Cutter
- Kiln
- Screen printing kit - screens, inks, exposure materials
- Sewing machine
- Consumable items such as clay, electronics components, textiles, arts materials.
- Lino cutting

Equipment Inductions

Before you can use any equipment in the workshop you **must** do an introductory workshop for that specific activity. This is to ensure that you're using equipment safely, and that you understand the basics of the materials you're using. We run these introductory sessions regularly throughout the year, to find out about upcoming sessions visit our Eventbrite page and book a ticket (for an introduction to ceramics, you can book onto our Pottery Night). Introductory sessions (excluding ceramics) are £20 per person.

Material Usage

We stock some consumable materials in the workshop which are available for you to use, such as:

- Clay
- Laser cutter materials such as acrylic and plywood
- Screen-printing ink and binder

When you do your induction for specific equipment, we'll also tell you how to keep track of the materials you're using and their cost. You will need to pay for the materials you've used at the end of your session before you leave.

Please note that we operate on trust when it comes to materials to enable you to use the facilities with little disruption - please ensure you record your usage accurately and pay before leaving the premises.

Clay & Firings

Clay is by far our most heavily consumed material. Workshop users may use up to 500g clay per session with no extra charge. Additional clay will be charged at £1.50 per kilo or £0.75 per 500g. Clay used should be weighed when the piece is fully completed and before firing.

There will be one earthenware firing (lower heat) and one glaze firing a month. Stoneware will be fired once every two months or if there is not enough pottery to be fired it will be once the kiln is full. Anyone wishing to have something fired earlier or more regularly than once a month will incur a £20 firing fee.

Please ensure that leftover clay is patted into a ball to remove air and put back in the relevant bag and the bag resealed. Any clay that is too dry can be made into slip.

Laser Cutter Materials

A4 Plywood is £0.50 per sheet

A4 acrylic in all colors is £5.00 per sheet

Screen-printing Ink and Binder

We are currently working on improving our screen-printing facilities - check back soon for updated guidelines.

Facebook Group

We have a Facebook group for people who use the workshop and attend our workshop sessions to communicate with each other and ourselves on an informal basis. The group is called 'STEAM Members, Associates, and Volunteers'. If you'd like to join, send a join request and we will approve it ASAP.

FAQs

Is there parking nearby?

The closest car park is The Galleries – this is currently free on weekends, but pay and display on weekdays it also closes at 7pm so is not suitable for evening workshops. Mona Street car park is a five minute walk away, this is pay and display but is slightly cheaper.

Can I bring guests?

No. Each person using the space must have paid the usage fee, and have booked in advance. This is to ensure that we adhere to social distancing guidelines at all times.

Can I have my own desk in the workshop?

No – our workshop is a shared space, so whenever you leave you need to clear the space you were working in. You cannot reserve a space – it's first come first served all the time.

Can I use the facilities for my business?

Yes – you can use the facilities for business or pleasure purposes. Please do not use our address as the official address of your business.

Rules, Terms and Conditions

These terms and conditions should be read and understood in conjunction with the membership information and FAQ documents.

Wigan STEAM reserves the right to reject any booking for usage of the workshop without ascribing any reason for doing so.

Wigan STEAM reserves the right to terminate workshop usage for breach of the rules, terms and conditions, or for conduct which, in Wigan STEAM's sole

opinion, is damaging to the character or interests of Wigan STEAM, or is offensive to other members or staff.

Staff members of Wigan STEAM staff will be on the premises during the opening hours. These members of staff will be available for assistance with problems connected to equipment, stock, and other minor enquiries. They will not be available to assist members with individual projects.

People wishing to use the workshop must be 18 or over.

Workshop users are not permitted to bring guests into the space at any one time.

Access to the workshop is available by booking only. Wigan STEAM will use reasonable endeavours to provide individuals that have booked to use the workshop with notice of any changes to the opening hours.

Wigan STEAM may at any time withdraw all or any part of the facilities for any period or periods where and when it may be deemed necessary for repair, maintenance, alteration, safety reasons or alternative use. For the avoidance of doubt, Wigan STEAM reserves the right to restrict access to facilities in connection with classes and other events.

Wigan STEAM reserves the right to limit the use of particular equipment or workshop facilities at their sole discretion.

Health and Safety

Entry to the premises is permitted only through the main entrance door.

Covid procedures should be adhered to at all times. Including the wearing of a mask or visor throughout your time in the building.

Equipment should not be used unless you have received the appropriate induction.

Members must wear appropriate safety wear when using equipment.

All equipment should be used safely, whilst ensuring that your behaviour in the workshop does not constitute a security or safety hazard to yourself or others in the workshop and surrounding areas.

Equipment should be returned to its storage location or left ready for the next person's use with the power switched off, unless directed otherwise.

Please report any safety concerns or issues with equipment to a member of staff as soon as possible.

Smoking and Alcohol

Smoking (including the usage of ecigarettes) is not permitted within the facilities at any time.

Alcohol is not permitted to be brought into the facilities, except by prior arrangement with a member of Wigan STEAM staff.

Members are strictly prohibited from operating any equipment whilst under the influence of alcohol or a controlled substance.

Liability

Any personal property brought into the Wigan STEAM premises is done so at the visitors risk. Wigan STEAM will not be liable for any damage or loss to property.

Found personal property should be reported via the Facebook group or via email as soon as possible.

The telephone in Wigan STEAM is not for personal use. If you answer the phone, please take a message and email it.

Any visitors using Wigan STEAM's WiFi must not conduct any activity that may be deemed inappropriate or illegal.

Nothing in these terms and conditions shall limit or exclude the liability of Wigan STEAM (including their employees), for death or personal injury resulting from negligence, fraud, or fraudulent misinterpretation.

Subject to the above clause, Wigan STEAM shall not, under any circumstances, be liable to visitors for loss of income; loss of business; business interruption; loss of information; loss of opportunity, goodwill or reputation; loss of, damage to or corruption of data; or any indirect or consequential loss or damage of any kind however so arising.

Subject to the above clauses, Wigan STEAM's maximum aggregate liability for damages under or in connection with the use of the facilities, whether in contract, tort (including negligence) or otherwise, shall, in all circumstances, be limited to the equivalent of one monthly membership payment paid by the relevant member to Wigan STEAM.

Wigan STEAM's liability for damage or loss to any visitors property is strictly limited to any damage or loss suffered as a direct result of the negligence of Wigan STEAM or their staff.

Changes to these Terms and Conditions

Wigan STEAM reserves the right to revise and amend The Shed membership rules, terms and conditions from time to time.

Members will be subject to the terms and conditions in force at the time of their membership renewal or registration unless any change to these terms and conditions is required to be made by law or governmental authority (in which case it will apply to all current members).

Members should retain a copy of the terms and conditions for future reference.