

Dizzy Ink. Print Membership

1	Who can become a member?
2	Inductions
3	Building Inductions
4	Workshops
5	Healthy & Safety
6	Types of Memberships
7	Session Time
8	Booking a Session
9	Workshop Usage
10	Staff Hours
11	Additional Costs
12	Screen Rental
13	Storage
14	Deliveries
15	Paying in Monthly Instalments
16	Printing Other People's Artwork
17	Paying for Your Materials
18	Keeping the Studio Tidy
19	Damage
20	Bringing Non-Members into The Studio
21	Termination of your Membership
22	Cancelling your Membership

Dizzy Ink. Print Membership

1

Who can become a member?

Membership is available to anyone over the age of 18. This is for safety reasons – for youngster print enthusiasts, we are happy to have them as participants on workshops where we can supervise. We welcome beginner print makers but do encourage them to take part in a workshop, you'll learn everything you need to make perfect prints and save yourself a lot of headaches!

2

Inductions

The induction is a requirement no matter what level printer you are. We have been lucky to piece together a great collection of equipment for people to use if it is treated with respect. You may have used other print facilities before but each studio uses different emulsion, chemicals and equipment, by doing an induction we will inform you of drying times, how to pay, where to get consumables from, health and safety, how to expose properly and how to set up each bit of equipment.

You will receive an induction for either Riso or Screen Printing upon sign up, if you wish to use the other process then you will need to pay £10 to cover materials.

3

Building Induction

On top of your induction into the screen printing room you will also be inducted into the building. You will be shown around the space and expected to follow the policies of The Carousel as well as the screen printing room. If you wish to use the space outside the hours of 9am-5pm there are additional lock-up procedures and you will be asked to pay a deposit of £5 for a set of keys. As the screen printing room is part of a fire exit we expect you to keep a clear path through the space at all times.

4

Workshops

Workshops are great fun! If you're new to the process or are unsure about printing solo, please consider a workshop. They answer all your questions, teach you so many tips and tricks and are there to prepare you to become a completely comfortable printer. They run fairly regularly for both textile and paper. Want a private lesson? Get in touch and we can find a time that suits.

5

Health & Safety

Keeping safe is priority. We require that all safety guidelines are adhered to and each member completes training that will prepare them to use the studio in a way that will not harm themselves or others. On sign up, each member will be given a 'Training Record' document that will reflect the skills and procedures for working in the studio – this will need to be signed off by a member of staff prior to commencing your first session. Failure to adhere to the guidelines will result in the termination of your membership.

- We make a point to use eco-friendly inks and chemicals where possible. Please check any inks or chemicals prior to bringing them to the studio as they could harm other users.
- Due to Covid-19, we require each member to wear their own mask whilst breaking down screens.

Dizzy Ink. Print Membership

6 Types of Membership

We offer three types of membership for the print facilities. We encourage people to sign up for longer and receive a discount on their membership fee whilst becoming a part of the collective, work on their skills and develop. By becoming a regular monthly member you will have access to the facilities, join the Slack channel and work on collaborative projects with other members.

7 Session Time

AM sessions run from 02.00 until 14.00 and PM sessions run from 14.00 until 02.00. You have complete access to the entire screen printing facilities during this time.

Members with a recurring monthly subscription will have access to the studio outside of staffed hours, whilst One Off members will be required to access the studio whilst a staff member is in the building. As a member you will have a minimum of two sessions per month, these can be all in the same day or split between two days, either AM or PM. Members requiring extra sessions to print can request sessions at a cost.

Becoming a print facilities member you will have access to BOTH the Risograph and screen printing facilities. You MUST complete an induction for the appropriate facilities.

8 Booking a Session

Screen Printing – Upon sign up, you will be added to our Google Calendar and you will also be able to conveniently book through our Members Area

Risograph – no need to book!

9 Workshop Usage

Occasionally there will be workshops that take place in the studio and will use the facility. The frequency of the workshops will be around 2 full days per month. You will not have access to the studio during these times but you will have plenty of time to plan your usage around these days.

10 Staff Hours

Staff will be present in the building the majority of time. (between 10-7pm, Mon-Fri) We are happy to answer questions and help if problems arise, subject to available time. If it is evident that more time is required to take you through using the equipment then we may suggest a 1-2-1 or workshop. We offer services to artwork designs ready for print at an additional charge depending on time required.

11 Additional Costs

Some things are included in your membership such as chemicals and use of equipment.

- Screen printing consumables are available to purchase for cost price though our Members Area shop. You must provide your own paper, ink

Dizzy Ink. Print Membership

and tape. We keep a good selection of consumables in the studio that must be purchased prior to using the facilities. You will be provided with a roll of specialist screen-printing tape on sign up. We always have emulsion, which will need to be paid for depending on your usage.

- Whilst using the Risograph the masters and ink are provided within the machine – please use these and pay through the shop area of the members section of the website depending on your usage. You will need to provide your own paper.

12

Screen Rental

We require you to purchase your own screens. I fully recommend you investing in screens of your own, this way you can guarantee that they are properly looked after and you can keep your designs exposed for as long as you like. We have limited number of screens available to purchase and can recommend places to purchase/remesh frames. If you require the use of one of our screens for a session we charge £10 per screen and they are subject to availability – please reserve a screen as early as possible. Please fully clear the screen after your session.

13

Storage

Members are entitled to either the use of a box or a shelf. Please use this space provided to you to store any work, spare paper, textiles and inks ready for your sessions.

14

Deliveries

We are happy for you to organize deliveries to our studio but please let us know that we are expecting a package.

Our address is:

Your Name – Print Room
The Carousel
25 Hockley
NG1 1FH

15

Paying in Monthly Instalments

At the present time, we do not offer monthly instalments. We require upfront payments depending on the duration of the membership.

16

Printing Other Peoples' Artwork

We ask that you consider if the piece you are producing is part of your own practice such as designing and printing a poster for a band or producing a series of tea towels for a group exhibition. If you are specifically printing commercially we will issue a warning, failure to comply will result in the termination of your membership. Please ask if you are unsure!

17

Paying for Your Materials

We have a Members Shop with discounted art materials available through the 'Members Area' of our website. This is operated as an honesty box

Dizzy Ink. Print Membership

and we hope each member can take responsibility for the use of their own materials. Taking advantage of the honesty system will result in the immediate termination of your membership. There is a laptop next to the communal Risograph printer which may be used if you are without your phone or laptop. Payments must be made promptly after use and must not accumulate.

17 Keeping the Studio Tidy

Regular cleaning will take place by management however it is your duty to keep the space tidy and organized. All equipment and materials must be thoroughly cleaned and returned to their allocated places. Feel free to make all the mess in the world but by the end of your session please have the studio 'reset' to being tidy and clean, ready for the next user. Always give yourself more time than you need to clean up! Regular failure to leave the studio in a clean and tidy manner will result in the termination of your membership.

18 Damage

We understand that things will be damaged through general use of the studio through no fault of anyone. If we deem your activities to be careless and irresponsible you may be asked to pay for, part of or replace the damaged item.

19 Bringing Non-Members into the Studio

We're perfectly happy for you to bring helpers into the space to assist with racking, cleaning or collaboration. You are responsible for your guest whilst in the space so leaving them unattended is strictly prohibited. It is unfair to use the facilities in a way that will negatively affect the business, i.e. providing your own workshops without the written consent of both directors.

20 Termination of Your Membership

Lack of respect for other members' time, property or safety will result in a warning or immediate termination. We want to be able to offer a comfortable environment for all of our members; if you are not contributing to this then we reserve the right to terminate your membership. You will not be reimbursed of any outstanding time in the studio.

21 Cancelling your membership

Payments are upfront for membership for your desired time. Once your

Name: _____ Date: _____