

## Scheduling an Event

All private events must be booked through the Clay Studio of Missoula Office. Private events must be booked a minimum of 2 weeks in advance. 3 or more weeks is preferred whenever possible. Consider several options for dates/times, as reservations are first-come, first-served and we cannot guarantee availability.

**A \$50 deposit is due at scheduling to reserve your class.**

**A digitally signed agreement to studio terms and liability waiver is due before your class date. Or you can request a physical form be provided the day of the event.**

**The full event fee is due no later than one full work week ahead of the event. The event will be canceled if not paid at this point unless special arrangements have been discussed with studio staff.**

Once your date and time are set with office staff, and you have paid your deposit, you'll receive a confirmation email officially confirming your event.

## Cancellations

Cancellations **two weeks or more prior** to your event may reschedule or be refunded. To reschedule or have us hold the event fee as a credit can be processed free of charge, *refunds require a \$10 processing fee.*

**Less than two weeks prior to the event, cancellations forfeit the \$50 deposit.**

**There are no refunds for tuition paid less than one week before the event is scheduled. No-shows will not be refunded.**

*Rescheduling can still be processed for a \$10 fee up to 3 days prior to the event.*

The Clay Studio Office is closed on weekends. Any request to reschedule or cancel on a weekend will be received and processed on the next business day. *If the Clay Studio of Missoula must cancel a reservation due to unforeseen circumstances on our behalf, we will refund the full amount paid for the private event.*

## Food/Cleanup Policy

Due to the nature of ceramics, the classroom is very dusty, and surfaces cannot be completely cleaned of clay residue. Because of this and the messy nature of clay lessons, the classroom is not the best place to eat.

**Food and drink is allowed, but not recommended.**

If you do decide to bring food as part of your workshop, please also bring a table cover to prevent your food being contaminated with dust. We also recommend bringing food items in covered containers.

Adults 21 and older are allowed to bring beer and wine to enjoy at private events in moderation. IDs will be checked if alcohol is present.

The Clay Studio is not responsible for any food or drink brought in for private events. Those attending are responsible for cleaning up the classroom after their session, including all areas where food and drink were present. Failure to do so will result in a ban from future private booking.



## Contact

**Kelly Seitz**

Education and Outreach Coordinator

**[fire@theclaystudioofmissoula.org](mailto:fire@theclaystudioofmissoula.org)**

406-543-0509

# The Clay Studio of Missoula Private Events and Parties

Menu • 2023



## Summary

***Want to have a clay experience for your next birthday party, office get-together, or night out?***

We have several options to offer a private event experience you won't find anywhere else!

Handbuilding Events are \$225, and are fun, versatile, and accessible for all ages and abilities. You can make pottery by hand, or sculpture!

Wheel Throwing Events are \$300 and give participants a one-of-a-kind experience learning the potter's wheel!

Either type of event occurs in our Annex Classroom space, and must be booked a minimum of two weeks in advance. Three or more is preferable if possible.

***More information on each event and private event policies can be found within!***

**Located at :**

1106 Hawthorne St., Missoula MT, 59802 (Main Office)  
&  
1110 Hawthorne St. Unit C, Missoula MT, 59802 (Annex)

## Handbuilding Event

**\$225 per 2 Hour Session**

Minimum age: \*5 years

Maximum Occupancy: \*\*12 people

Participants create a project using handbuilding methods. Students can choose to create pottery or sculpture, and can have the class tailored to a variety of themes. Fun for all ages and skill levels!

Theme Examples:

Sculpting monsters, making animals, mask making, pet dishes, pinch/slab/coil pottery, fairy houses, tiles, ornaments, etc.



In handbuilding events, you can come make fun projects with no fear of grading or judgment! Learn to use clay to build something that can be fired to last forever, and make some amazing memories in the process! Be ready to get a little messy: don't wear nice clothing or precious jewelry, and expect to get some clay on your hands and arms at the very least.

Tip: If you don't know exactly what kind of project you want to make, give us a theme, and we'll pick an accessible project, or you can leave it up to your instructor to choose a surprise project!

*These classes can be modified for special circumstances such as large school groups. Additional time for \$100 per hour.*

\*Children under 5 normally cannot build with clay in a way that is safe to fire unless closely supervised and aided. If a younger child is present, they can engage in creative play with the material if supervised by a trusted adult. Objects created by underage children will be recycled unless instructor-approved for firing.

\*\*Up to 4 more occupants can be added for an additional \$5 per person.

## Finishing and Glazing

Classes and parties include clear glaze application and firing, *or* the ability to use Stroke & Coat Wonderglaze on handbuilt projects only. Be sure your finished product is ready to be fired as best you can before class ends, as *no additional work can be done afterward*. All pieces must be labeled with student name or initials, a class code, and/or the date of creation. We highly recommend taking pictures of your project to aid in recognition later.

\*Note, when work is fired, things can happen that are outside of our technicians' control. We cannot change if things crack, break, or don't turn out as expected, or if a work cannot be fired due to building errors. But the idea is to have a great time, learn some skills, and make memories! Regardless of how work comes out of the kiln, the event will be a blast!

## Picking up Work

The Clay Studio Education Coordinator will email a provided contact when work is ready for pick up. This is usually after 3-4 weeks, but is dependent on kiln and staff availability. Please add:

[fire@theclaystudioofmissoula.org](mailto:fire@theclaystudioofmissoula.org)

to your contacts or email white-list to prevent the message from going to spam or promotions, and check your emails regularly. If special circumstances prevent you from receiving email, discuss it with the coordinator, and accommodations will be made as possible.

Big or thick work may take additional time to process due to prolonged drying time. Cold or wet weather can also slow processing. If for some reason you do not receive an email, *you can check in with the studio after 6 weeks have elapsed. Please check-in via email if possible.*

When your work is ready to pick up, public open hours are **Monday to Friday 12 - 5PM**, or **Saturday 12 - 3PM**. Please ask the office if you need to arrange a pickup time outside of regular business hours, and we will do our best to accommodate. Please only pick up work during business hours unless you have already arranged accommodations with staff.



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## Wheel Throwing Event

**\$300 per 2 Hour Session**

Minimum age: \*12 years

Maximum Occupancy: \*\*8 people

Beginners can use a two hour class to get a taste of the basic technique, and learn to make simple forms like small cups and bowls. For students with some throwing experience, a private session is an opportunity to refine technique, explore a new idea, or bring friends to show them what you do!

Please let us know your experience level when you book a session.



Learn about the potter's wheel and how the ancient art of throwing pottery works! You'll likely get *very messy*, so come prepared! We highly recommend trimming your fingernails before a class: it makes throwing much easier. It's best not to come to a throwing class with long or acrylic nails. Participants can bring aprons if desired; we recommend just wearing clothes you can get dirty and change out of. We can't guarantee you'll master the technique enough to keep something in one sitting, but these sessions offer a great chance to learn and practice! You may make something you really like and want to keep, and if you don't, you're certain to have a blast and learn something new.

*These classes can be extended for special circumstances at staff discretion. Additional time is \$125 per hour.*

\*Children under 12 cannot use a full-sized potter's wheel on their own safely. A trusted adult must sit tandem with an underage child and clean up for them. *These classes cannot be scheduled for groups of under-aged children. To accommodate more than one child under 12 for a party incurs a \$50 up-charge for additional prep work.*

\*\*Occupancy limit based on number of pottery wheels available, we hope to accommodate 10 in the near future.