

Scheduling

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 share the schedule with regular programming, and reservations are first come, first served.

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

The full event fee is due no later than one full business 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.

All private event guests must agree to the terms laid out in this brochure and follow our studio rules as enforced by their instructor. By booking, you are confirming you and your guests understand and agree to Private Event Terms, and agree to the liability waiver (or will sign a physical copy if you prefer).

Once your date and time are set with office staff, and you have paid your deposit, you'll receive a spoken confirmation, and can request an email confirmation and/or email receipt for your records.

Cancellations

Cancellations **two weeks or more prior** to your event can be 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.

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

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

The Clay Studio Office is closed on weekends. Any request to reschedule or cancel on a weekend will be received and processed 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, or reschedule at the earliest convenience.*

Food & Cleanup Policy

Annex surfaces are dusty, and clay residue cannot be completely cleared. Because of this and the messy nature of clay lessons, the classroom is not an ideal place to eat.

Food and drink is allowed, but not recommended.

You can easily spend your whole session making and have no time to eat. If you do decide to bring food, please also bring a table cover. We also recommend bringing food in lidded containers. The Clay Studio is not responsible for any food or drink brought in for private events. The Clay Studio cannot provide cups and plates - the party must provide their own, or use disposable single-serving containers.

Adults 21 and older are allowed to enjoy alcoholic beverages at private events if minors are not present at the gathering.

Clean up is an important part of working with clay. The booking party is responsible for aiding with clean-up at the end of their session, including areas where food and drink were present. Instructors will lead a group cleanup so the effort is easily attainable. Failure to aide with clean up will result in a ban from future private booking.

Location

1106 Hawthorne St., Missoula MT, 59802 (Main Office)

1110 Hawthorne St. Unit C, Missoula MT, 59802 (Annex)

Booked events take place at the Annex, to inquire about or pay for events, go to or contact the main office.

Contact

Kelly Seitz

Education and Outreach Coordinator

fire@theclaystudioofmissoula.org

406-543-0509



theCLAYSTUDIOofMISSOULA Private Events and Parties

MENU • 2024



Want some clay time for your next birthday party, office get-together, or night out?

We have several options to offer an experience you won't find anywhere else!

Handbuilding Events are \$275, and are fun, versatile, and accessible for most ages and abilities. You can make pottery by hand, or do a fun sculpture project!

Wheel Throwing Events are \$325 and give participants a one-of-a-kind experience learning the basics of the potter's wheel!

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

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



Hand Building Event

\$275 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, coil pottery, fairy houses, tiles, ornaments, etc.



In handbuilding events, you can make fun projects and pottery with handbuilding techniques! Make something that can last forever with methods like coil, slab, and pinch building! Be ready to get a little messy: don't wear nice clothing or jewelry, and expect to get some clay on your hands and arms.

Our instructors will walk you through an open-ended project of your choice, so whatever you decide, your guests will still have room to be creative, but beginners will have step-by-step instruction! If you don't know what project to make, or what might be attainable for your group's skill, the Education Coordinator can pick a project for you to go with your theme or idea.

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 only if supervised by a trusted adult. Objects created by underage children will be recycled unless the class instructor has checked and approved the object 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 and the creation date. We highly recommend taking pictures of your project to aid in recognition later.

*Please note: when work is fired, things can happen that we simply cannot control. We cannot change if things crack, shatter, 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 fun!

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 limited kiln and staff availability. Please add:

fire@theclaystudioofmissoula.org

to your contacts or email white-list to prevent the message from going to spam, 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. Work must be picked up at the main building (enter via the glass gallery door).

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 arranged accommodations with staff.

Wheel Throwing Event

\$325 per 2 Hour Session

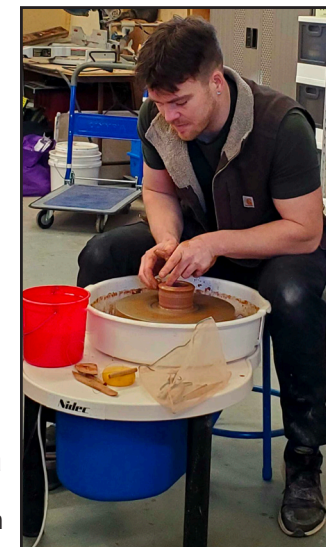
Minimum age: *12 years

Maximum Occupancy: 10 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 and have them try it!

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 fun time and learn something new.



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

*Children under 12 are unsuited to use an adult-size pottery wheel safely. A single underage child may sit tandem with an adult legal guardian, though the adult must control the machine, keep the child caught up to class pace, monitor safety and behavior, and fully clean up after the child. *More than one underage child will not be accommodated. Occupancy limit based on number of pottery wheels available.*