



PRINT CLAN MEMBER WELCOME PACK

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Welcome to Print Clan!

In this pack you'll find everything you need to get started at the Print Clan Studio. Please read through and return the signed and completed forms to the Print Clan Team.

WELCOME PACK CONTENTS

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If you have any questions please feel free to contact one of our friendly Print Clan team through our email address: hello@printclan.co.uk

For all technical enquiries please contact our Director Arianna Mele:
arianna@printclan.co.uk

If you have any questions please let a staff member know - we are always happy to help!



1. PRINT CLAN MEMBER TERMS & PRICES

We offer annual membership that costs £52 for new members and £26 for renewing members. The first time membership fee includes an induction which you must have prior to using the facilities, to ensure you are familiar with the space and equipment. Once you are fully inducted you can book time in the studio and will have access to all of our equipment. Membership and time in the studio can be booked and paid for via our website. Please note that we do not accept cash.

FIRST TIME MEMBERSHIP & STUDIO INDUCTION - £52

During your induction session you will be shown how to:

- Coat a screen
- Use our exposure unit
- Use our wash out unit for degreasing, washing your screens
- Mix 100g ink using our transparent FF binder

The session includes the opportunity to prepare a screen using your artwork, and create sample prints. Please bring along the artwork and material you would like to use on the day. New members are required to have at least basic knowledge or experience of the screen printing process. If you have never screen printed before we recommend booking onto one of our courses or using our one to one consultancy option.

- Once you have attended your induction, we will ensure that you are trained to use any new equipment that we acquire over a one year period from the induction date.
- We will contact you in advance when your annual membership is coming to an end, and offer you a chance to renew it for £26.
- If you have not held membership for six months we will safely destroy any personal information we have, including your contract, and you will need to pay the full £52 fee if you wish to rejoin the studio.
- We retain the right to charge you a revised membership fee as the studio grows and offers more services.
- Membership is not available to anyone under the age of 16.

DAILY TABLE HIRE - £26

Daily hire price includes one screen of your choice (sizes available up to A3) and squeegee. If you want to coat or expose more than one screen on the day they are available at the following rates:

A4 screen : £5 A3 screen : £10 A2 screen : £15
A1 screen* : £22 A0 screen* : £32

**Please send us your artwork at least 5 working days prior to coming in for A1 and A0 screens*

These can be paid for in advance or on the day via our online shop. If you would like us to prepare the screen for you we can do so either in advance or during your booking, for an extra £5. Please let us know

in advance if you want a screen to be kept beyond your booking. Full use of our exposure unit and wash out area are included. We supply degreaser, stencil remover and emulsion. Daily hire is from 11am - 5pm on Tuesdays, Wednesdays, Thursdays and Fridays. Weekend hire and flexible hours are also available.

ONE-TO-ONE CONSULTANCY - FROM £33 PER HOUR

We offer bespoke one-to-one consultancy services at an hourly rate. These sessions are tailored to suit your individual screen printing requirements. We can help to answer any technical questions relating to a range of textile or paper printing processes and work with you to help you complete your project successfully.

T-SHIRT CAROUSEL HIRE - £5

We have a four arm t-shirt carousel in the studio which can be hired as an add on to our £26 Daily Table Hire service. Please note that you will need a separate induction the first time you book to use this equipment, priced at £25.

BULLET STEAMER HIRE - £5

We have a bullet steamer hire available in the studio if you are working with dyes. This can be hired as an add on to Daily Table Hire. If you have never used a bullet steamer before please let us know in advance of your booking so we can provide you with an induction.

SCREEN PREPARATION - FROM £15

This service is offered for non-members who have their own screens and require use of the exposure unit or emulsion but want to print at home. We will print your completed artwork onto acetate, then coat and expose the screen with your artwork. Please send us your artwork as a high resolution PDF file, at full size, saved as solid black. It is your responsibility to check your design before sending it to us, and Print Clan accept no responsibility for exposing incorrect artwork. If you need help preparing your artwork you can use our artwork preparation service.

A4 screen: £15.00

A3 screen: £20.00

A2 screen: £27.00

A1 screen: £32.00

PRINTING YOUR ARTWORK

Your positives should be printed in black onto acetate. We have an Epson printer at the studio which you can use to print positives up to A3. We print larger positives externally: the cost for this is included in the price of screen rental.

Please follow these guidelines when preparing your artwork:

- Save artwork in CMYK or grayscale, PDF format only as 100% black.*
- If there are multiple colours please send the layers as separate files.
- Please send your artwork via We Transfer or Dropbox to hello@printclan.co.uk.

*In Photoshop the colour picker is made up of 4 colours: C: 75% M: 68% Y: 67% K: 100%, meaning that when it is printed, each of the 4 process colours is combined to make up the black.

Ignoring pantone colours, when we want 100% black in a document (for example in Illustrator) we set the following colours: C: 0% Y: 0% M: 0% K:100%. It isn't as 'black' as Photoshop black, but it is by definition 100% black.

ARTWORK PREPARATION SERVICE - £15

If you need help to prepare your artwork so that it's ready to create a screen we offer an artwork preparation service. We can edit artwork in a variety of file formats including Adobe Photoshop, Illustrator and Acrobat to ensure you get the best result from your exposed screen. Please note this service is charged by the hour.

SCREEN RENTAL

Extra blank screens are available up to A1 and can be used free of charge.

A screen is your responsibility whilst in use. Once returned, if screens are damaged you may be required to pay the costs of a re-stretch.

MEMBER'S STORAGE RENTAL

As studio space is limited, our storage rental allows members to keep personal equipment such as inks, materials and screens underneath our table. This is charged at £10 for three months and can be paid for via our website.

BOOKING TERMS & CONDITIONS

- All table hire fees are to be paid via the website booking system prior to arrival at the studio.
- Cancellations need to be made at least 7 days before your booking.
- Any cancellations made within this timeframe will be refunded in full, or can be transferred to a new date.
- Please note that cancellations made fewer than 3 days before the start of your booking will incur a 20% penalty fee, which can be paid for via our website. Cancellations made less than 24 hours before the start of your booking will incur a 40% fee, as we are often unable to fill these at such short notice. As a small studio with limited capacity cancellations have a big impact on our staff and finances.
- Print Clan retain the right to close the studio on any day within 24 hours notice.

STUDIO ACCESS TIMES

Tuesday 11am - 5pm

Wednesday 11am - 5pm

Thursday 11am - 5pm

Friday 11am - 5pm

Please note that this includes cleaning up time. Flexible times are available outside of these hours - just email us and we'll try to accommodate you. We open for members at least one Saturday a month, and usually announce this via our Instagram,



2. STUDIO PRACTICE RULES & REGULATIONS

GENERAL

Do not lean or sit on the print table, and please keep all drinks on the floor or in the trolleys provided. Spills will soak through and damage the backing cloth.

Please stick to your designated section of the table, keeping your workspace tidy and returning all equipment to its designated section once you are done with it. This benefits all studio users.

Coats should be hung up on the hooks provided, and bags should be tucked away. Members are responsible for the safety of their own belongings whilst using the studio. Print Clan accepts no responsibility for personal belongings left on the premises. Please ensure you take your belongings with you when you leave.

Members are not allowed to invite guests to the studio unless this has been previously agreed with Print Clan. Assistants are not allowed unless they are an inducted member who has also booked daily table hire. Carers and support workers can be accommodated by prior arrangement.

Please factor clean up time into your booked slot.

Follow Health & Safety guidelines (set out below and at induction session) when using the workspace, and work in a safe and controlled manner at all times.

You are welcome to use our kitchen facilities, which include a kettle, coffee machine, fridge and sink. Please clean and wash up after yourself, and don't leave food behind in the fridge!

Before leaving the studio you are responsible for making sure that:

- Any equipment you were using is correctly switched off and returned to its designated place
- All hairdryers and irons are unplugged
- All rubbish has been disposed of properly
- Any leftover inks have a lid on and have been labelled with your name

EQUIPMENT USAGE

We provide degreaser (blue bottle) and stencil remover (black bucket) to members. They are located in the washout booth. Make sure you are wearing the correct PPE if using degreaser or stencil remover. If they need a refill, please ask a staff member. Print Clan staff will normally strip your screens for you after you are done using them.

Please report any damaged or faulty equipment of Print Clan immediately. We reserve the right to charge individuals for any damage caused.

Please wipe frames with a clean cloth.

Please be aware of other members' coated screens, and don't put wet dripping frames over them. To prevent congestion in the drying cabinet, remove dry frames and put them away neatly for safety.

Please use the mop to dry the floor after making it wet.

Please clean, dry, and put away coating troughs, squeegees, and spatulas when you have finished with them.

MATERIALS AND TABLE

It is compulsory to use backing cloth on the printing table. We can't guarantee the condition of our backing cloth so recommend that you bring your own for best results. Alternatively you can purchase backing cloth from our online shop.

You are welcome to bring and use your own print supplies, but we do stock a range of products which you can purchase such as tape, inks, binders and screens. Pins are provided.

We have an online shop system for materials. You are welcome to pay for binders and materials ahead of your booking, or pay for what you use at the end of the day. Please ask a member of staff for what you need so we can get it out for you, and mix any inks at the mixing station by the washout booth.

Although the studio has some irons and hairdryers, when the studio is busy you may need to share them with other members.

Do not leave hairdryers or irons on or unattended for large amounts of time.

Please try to be considerate of other members when using the space.

INCLUSION AND RESPECT

Print Clan are committed to welcoming people of all backgrounds to the workshop and on external courses or events. Our team strives to treat everyone equally regardless of age, disability, socio-economic status, gender, gender reassignment, sexual orientation, race, ethnicity or nationality, pregnancy or maternity, religion or belief, marital status or civil partnership.

Print Clan aims to make everyone feel welcome at our studio and any external workshops or events. Sexist, racist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment, and will not be tolerated by the Print Clan team. A copy of our Equality and Diversity policy can be found on our website.

Print Clan will challenge any behaviour in breach of the Equality & Diversity policy, and reserve the right to terminate the membership or employment of any person as a consequence of this.

If any member, studio user or workshop participant feels that they have been discriminated against in any way, by either a fellow user or a member of Print Clan, they should raise this with Arianna Mele, a member of the Print Clan team or our Board of Directors.



3. HEALTH & SAFETY

If you have any health conditions or accessibility issues please let a member of staff know so that we can advise on recommended precautions and provide you with any necessary assistance. Any information that you share with us will be kept private.

Unfortunately due to the heat and chemical processes used around the studio, we cannot allow pregnant women to safely use the space.

Strictly no smoking anywhere in the studio, including at the front door.

Instructions on how to safely use equipment will be given during your induction, and are visible around the studio for you to check. Please follow these at all times, and ask a member of staff if you are ever unsure.

The studio is a working space so please aware of trip hazards, wires, and the table itself. Please report any potential hazards or faulty equipment to a member of staff.

Please ask for assistance from a staff member when using the exposure unit, heat press, and bullet steamer.

Some equipment and materials used in the studio are classed as hazardous. Please use these products with extra caution as they may be harmful to your health, and wear suitable PPE when doing so. We provide dust masks for work with powders and filter masks for working with chemicals, as well as rubber gloves.

Improper or unsafe use of such materials is unacceptable, and Print Clan cannot be held liable for any damage or injury as a result of this.

Suitable clothing must be worn when working in the studio. Open-toe shoes such as sandals are not allowed. Long hair should be tied back.

First aid kits are available on site and both Arianna and Suzie are qualified first aiders. Please immediately alert a member of Print Clan if medical attention is required.

We have one fire exit on site, located through the front door. In the event of a fire please raise the alarm, safely evacuate the building and do not re-enter the premises until advised that it is safe to do so.



4. MEMBER CONTRACT

I have read and understood all of the above Terms & Conditions.

I agree to work in a safe and controlled manner, and to follow the rules and regulations set out in this agreement.

I understand that failure to comply with Print Clan rules may lead to a termination of membership.

Name: _____

Preferred Pronouns: She/Her He/Him They/Them Prefer not to say

Signed: _____

Date: _____

Tick this box if you would like to sign up to our mailing list*:

*Print Clan will send you studio updates from time to time. We will never share your email address with third parties.

Emergency Contact Name: _____

Emergency Contact Number: _____

Please return this page to the email address, or hand it in to a member of the Print Clan team.



INDUCTION CHECKLIST

- Introduction to Print Clan & the studio
- Shown how to coat a screen
- Introduced to washout booth and made aware of mopping the floor if wet
- Set up artwork for print, saved in correct format etc.
- Mixed 100g binder
- Pinned fabric/garments to table
- Exposed screen, made aware to not use exposure unit without assistance from staff
- Shown drying room & made aware to not place wet screens on top of coated screens, turn off light & shut door when finished
- Made aware of hazards around space including table, wires & electrics, trip hazards
- Shown how to correctly use the heat press
- Shown Print Clan online shop and how to buy materials
- Booking system explained including table hire, block booking, screen rental
- Given copy of Member Welcome Pack and informed of Health & Safety Guidelines including:
 - Fire escapes & evacuation procedure
 - COSHH regulations: the use & storage of chemicals in the studio
 - The use of appropriate PPE for coating & stripping a screen
- Member contract completed & returned to Print Clan

Signed by Staff Member: _____

Date: _____