

GUEST STUDIO BOOKING TERMS & CONDITIONS

STPI is a not-for-profit organization dedicated to fostering printmaking, papermaking and paper-based art practice, collection and education.

In order to maximize the benefits and ensure safe and proper use of the STPI Guest Studio, STPI (“the Company”) and Guest Studio User (“User”) hereby agree to the following listed below:

1. User Eligibility

- 1.2. The User is only permitted to use the presses facilities for the related technique in which the STPI Senior Instructor and Guest Studio Manager have deemed them proficient.
- 1.3. If User is a Guest Studio Member, The Company reserves the right to cancel their membership at any time if they fail to adhere to the guidelines stated.

2. Guest Studio Availability

- 2.1. Access to the STPI Guest Studio is subject to availability. User access to the STPI Guest Studio might be limited when there is a Visiting Artist or an upcoming Public Programme.
- 2.2. The User must inform the Outreach team on their booking details, as well as the type of technique and press they will be using at least 2 weeks prior to their booking date.
- 2.3. If the User wishes to cancel a booking, they must inform the STPI Senior Instructor at least two days prior.
- 2.4. The Company reserves the right to cancel Guest Studio bookings at any time.

3. Use of Tools and Materials

- 3.1. User may use basic tools and essential materials in the STPI Guest Studio. This includes, but not limited to:
 - Newsprint
 - Essential solvents such as alcohol and E60
 - Simple tools such as brayer, squeegee, and silkscreen frame (user must remove the exposed image after use)
 - Maximum 3 pieces of cotton rag cloth.
- 3.2. Users may not use consumable materials in the STPI Guest Studio. This includes, but not limited to:
 - Inks
 - Printmaking paper
 - Etching printing material: Copper plate, hardground, etc
 - Relief printing material: Linoleum, wood.
- 3.3. The use of ferric chloride is prohibited in the STPI Guest Studio. If the User requires its use, they must seek approval from the STPI Senior Instructor two weeks prior to the booking date.

4. Studio Assistant

- 4.1. The User may bring 1 assistant. User must inform the STPI Senior Instructor at least one week prior to the booking date if they plan to bring an assistant.
- 4.2. The User's assistant should not operate the equipment available at the STPI Guest Studio without the User's supervision.

5. Guest Studio Etiquette

- 5.1. The User must conduct their work responsibly and independently. They must ensure proper use of STPI Guest Studio facilities and equipments and restore the Guest Studio to its original condition after usage. This includes cleaning tools and returning them to their storage place.
- 5.2. User may not make permanent changes to the STPI Guest Studio. This includes painting or mounting objects on the wall and moving equipments.
- 5.3. User must work with consideration and respect for others working at STPI. While sharing the Guest Studio space, the User should not play any loud music, keep their speaking volume at a reasonable level, and respect other user's personal space.
- 5.4. User must clear their materials and belongings after each use. If a member fails to do so for more than 30 days after their booking date, The Company reserves the right to dispose and/or donate these materials.
- 5.5. User may leave their works to dry at the drying rack for 7 days after their booking date, after which The Company reserves the right to dispose and/or donate these materials.
- 5.6. User is to refrain from entering the Creative Workshop.
- 5.7. If any damage is done towards the equipment and tools, the User will be asked to recompense the Company in the value of which the tool/equipment was purchased.

6. Payment

- 6.1. User may settle payment for their Guest Studio use when they arrive at STPI for their booking.
- 6.2. User may settle payment for multiple whole-day session package when they arrive at STPI on their first booking date.
- 6.3. User will be issued an e-receipt upon transaction.

7. Indemnification

- 7.1. I am aware of the risks of my participation at the STPI Guest Studio. These risks include physical injuries caused by negligent and unsafe activities involving the tools and equipment available at the Guest Studio.
- 7.2. I agree to indemnify, defend and hold harmless the Company and each of its staffs from and against all actions, damages, liabilities, costs and expenses, including reasonable attorneys' fees and expenses, arising from any third party claim for bodily injury or damage to personal property caused by the negligent use of the tools and equipment available at the STPI Guest Studio.