**AMOCA Ceramics Studio - Firing Service Form**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_State:\_\_\_\_\_ \_\_\_\_\_\_\_\_Zip:\_ \_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Website:\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you an AMOCA museum member? \_Yes\_\_\_No\_\_\_Ask us how you can join the museum!

Date Work Dropped Off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Need Work By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Kiln | Kiln Space | Piece Size by Cubic Inch | Temperature/  Cone | Firing Fee |
|  | 🞏 Full 🞏 ½ 🞏 ¼ |  |  |  |
|  | 🞏 Full 🞏 ½ 🞏 ¼ |  |  |  |
|  | 🞏 Full 🞏 ½ 🞏 ¼ |  |  |  |
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|  | 🞏 Full 🞏 ½ 🞏 ¼ |  |  |  |
|  |  |  | **TOTAL:** |  |

Clay Body \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clay Body Cone \_\_\_\_\_\_\_\_ Glaze Cone \_\_\_\_\_\_\_\_\_

Special Instructions/Piece Considerations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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---------------------------------------------Studio Use Only-------------------------------------------------------------

Firing Accepted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Ready for Pick-up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid \_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AMOCA Ceramics Studio - Firing Service Form**

AMOCA Ceramics Studio Responsibility:

* Due to the nature of clay bodies, glazes, kilns, electricity, and human error there are occasionally anomalies in fired pieces (bisque and finished glazed pieces). We will try our best to avoid these anomalies; however we cannot guarantee a perfect firing every time. Please be prepared for the possibility of a misfire.
* AMOCA Ceramics Studio is not responsible for any loss or damage of artwork.
* AMOCA Ceramics Studio will re-fire any work if the electricity goes out.

Client’s Responsibility:

* Client is responsible for any shelf or kiln damaged caused from over-glazing, poor construction or wrong information of firing temperature of clay or glaze.
* Work will not be fired if client does not know clay body and glaze temperatures.
* Client is responsible for using the studio’s cookies to protect the kiln shelves from running of glazes and drips.
* If the client damages a kiln, they will be charged accordingly.
* Please show proof of AMOCA membership at the time of kiln sign up.
* Upon arrival for your kiln loading time you will be required to sign this contract.
* All firing services must give a minimum of two weeks’ notice
* Client is responsible for bringing their packing material and boxes. Additional charges apply if the client needs these materials.
* Client is responsible for payment at the drop off of work.

INSURANCE LIABILITY

AMOCA Ceramics Studio, AMOCA, and AMOCA staff shall not be liable at any time for any loss, damage, or injury to the property or person of any whomsoever at any time occasioned by or arising out of any act or omission of the member/student or the occupancy or use of the premises, or directly or indirectly for any state of condition of the premises unless such liability is the result of any act or omission on the part of AMOCA Ceramics Studio. In the event that AMOCA Ceramics Studio is named as a party to any litigation as a result of the sole act of the member/student or the sole act of any person coming on the premises for the benefit of seeing the member/student, then the member/student shall provide to AMOCA Ceramics Studio at the member/student’s expense a complete defense to the action so filed and AMOCA Ceramics Studio in the event that the member/student does not provide such a defense shall be authorized to employ attorneys of AMOCA Ceramics Studio’s choice and the member/student shall be liable to AMOCA Ceramics Studio for the costs of such legal representation. AMOCA Ceramics Studio shall be liable and responsible for its own acts and omissions.

\*\*\*\*By signing this form you are agreeing to all of the information outlined on the back of this sheet including compliance with Laws and Insurance Liability. If you have any questions regarding this contract, please email (hkreitchet@amoca.org), or speak (studio phone 909-622-0464) to Heidi Kreitchet, Studio Director. All questions, comments and suggestions are welcome.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_