

Owri Space

COFFEE AND CERAMICS STUDIO

Member Guide



Welcome to Our Space!

HEY THERE! WE'RE SO HAPPY YOU'RE HERE.

This booklet has everything you need to know about getting into the studio, booking your spot, firing your work, and keeping the space running smoothly. Give it a quick read so you know how everything works around here.

Cafe

The cafe is where all firing and clay purchases are done.

CAFE HOURS

Mon | Tue | Wed | Thu | Fri 06:00 – 12:00
Sat | Sun 07:00 – 14:30

Firing processing and clay purchases outside hours

Wednesdays 16:00 – 18:00
Fridays 16:00 – 18:00

Studio

Members must exit and enter through the sliding door using the Gallagher SMB app.

Access to the studio is based on membership level:

GOLD AND SILVER MEMBERS

Mon–Fri: 18:00–20:00
Sat & Sun: 07:00–14:30

BLUE / PLATINUM MEMBERS

24hrs / 7 days a week (except for special events)
Members still need to book in after hours appointment times. Without a booking you cannot guarantee a spot.

Please note that members are not permitted to:

- Enter the shed or back-area workspace
- Bring non-members into the studio outside of café hours.
- Allow non-members to practice pottery or use studio equipment.
- Access or use the staff café area.

Members are able to pause 1 month free a year. All members to provide 2 weeks notice to pause or cancel your membership.

Access the Gallagher App

WE USE THE GALLAGHER SMB SECURITY SYSTEM FOR 24/7 ACCESS.



1. Download the App:

2. Get Registered: Once we've added your email and phone number, you'll be able to log in.

3. Access Code: You'll receive a code via email, enter it in the app.

4. Turn on Bluetooth: The app unlocks the door through Bluetooth.

5. Entering & Exiting: Just open the app, the sliding door will unlock automatically both ways. Please only enter and exit via the sliding door.

If you have any issues, reach out, we can open it remotely for you. For Emergencies only contact us on 0478 794 636.



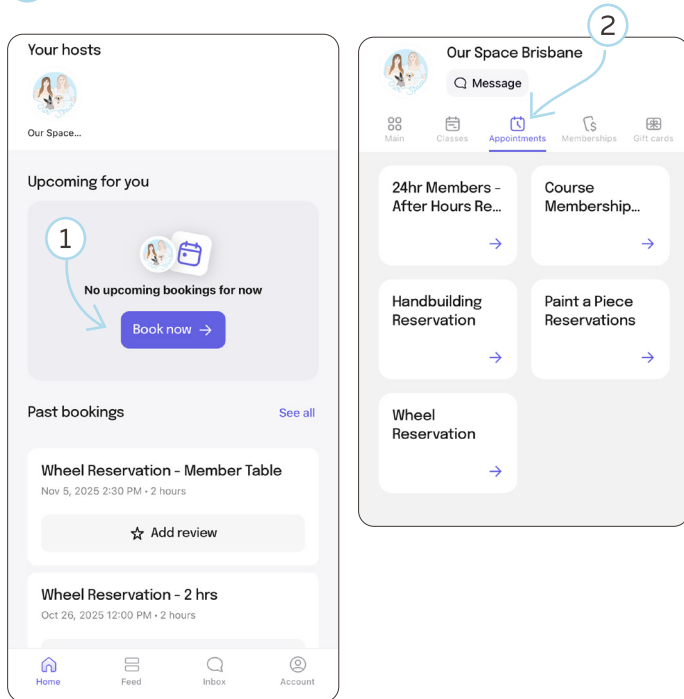
Booking via Mومence

All studio bookings happen through Mومence to make sure we don't double-book wheels or tables.

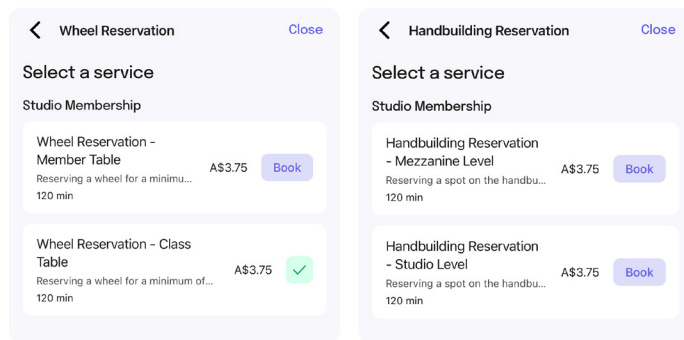
HERE'S HOW:

- Log into Mومence (app or website) with your membership account.

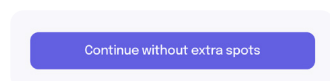
- 1 Tap "Book now →."
- 2 Go to 'Appointments' tab.



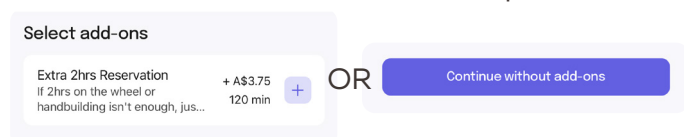
- Choose 'Wheel Reservation' or 'Handbuilding Reservation'.

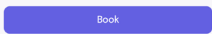


- Select a location. (Member Table, Class Table Mezzanine Level or Studio Level)
- Select 'Continue without additional spots'.



- Select add-ons (for additional 2hr spots)



- Select date and time.
- Tap Book 
- Silver and Gold Member: Confirm and pay with your card.
- Blue and Platinum: Confirm and pay with your membership.

PLEASE ALWAYS BOOK BEFORE USING THE STUDIO, TO ENSURE A SPOT IS AVAILABLE.

Firing Your Pieces

Let your pieces dry for a minimum of 2 weeks before firing.

WHEN TO PROCESS YOUR WORK:

- During café hours (except after 2PM on weekends)
- Wednesdays 4- 6pm
- When studio staff are available

HOW TO PROCESS:

- Weigh your piece on the studio scale.
- Take a photo of the weight.
- Scan the QR code to open the firing form.
- Attach a photo of your piece(s) and fill in the details.
- Pay for your firing at the café counter.
- Place your ticket and your pieces on the firing shelves.

PIECES WITHOUT A TICKET OR QR CODE SCANNED WON'T BE FIRED.

When your work has been fired, you'll get a message notification letting you know it's ready to collect from the mezzanine shelves. Please pickup within 2 weeks of message notification or else your piece will be donated.

FIRING PRICES:

Type	Price per kg
Earthenware / Mid-fire	\$12
High-fire	\$15
Lustre	\$18
Studio Glazes (after class)	\$22
Express firing	\$25

Wheel Tables

We've got two wheel tables (14 wheels total):

Left table: For members – use any time within your booking hours.

Right table: Reserved for classes – only use if available to be booked in the app.

PLEASE:

- Clean your wheel, surrounding area and wedging table when you're done. Use microfibre cloth on wheels.
- Don't leave any clay, tools, or personal items behind.

Hand Building Tables

THERE ARE TWO HAND BUILDING AREAS:

Second Level: Used for hand building classes.

Mezzanine Level: Used for glazing classes.

If it is not available to be booked there may be classes on or members have book it.

And as always – clean up your space before you leave.

Storage and Clay

Gold and Platinum members each get a personal shelf with a name tag and a white reclaim bucket.

You can store your clay and reclaim bucket on your shelf, or take them home.

Please don't leave clay or buckets anywhere else in the studio.

USE YOUR SHELF FOR:

- Clay and tools
- Finished or drying pieces
- Personal items you need for your sessions

If you're not a Gold or Platinum member, please take your clay and reclaim home after each session.

Clay Purchase

Clay availability can be found on the wall in the cafe. Purchases can be made in the cafe.



Drying Your Work

MEMBER SHELVES:

Label each piece with your name, number of pieces, and date.

Let them dry for a minimum of 2 weeks before firing.

Move them along promptly once dry to free up space for others.

NEED TO SLOW DRY?

Use the shared Styrofoam boxes on the mezzanine.

Label your pieces clearly on the blue card with your name, number of pieces, and date.

Plastic wrap for slow drying is available near the slab roller.

Both Styrofoam boxes and member shelves get a quarterly reset.

Tools

WHEEL TOOLS:

At the back of the studio near the clay sink.

HAND BUILDING TOOLS:

Inside the cabinets under the Our Space mural.

PLEASE CLEAN TOOLS AFTER YOU USE THEM AND RETURN THEM TO THEIR PROPER PLACE.

REPORT ANY BROKEN ONES TO STAFF SO WE CAN REPLACE THEM.

Studio Equipment

SLAB ROLLER:

- Use light canvas for white clay, grey canvas for coloured clay.
- Adjust thickness with the black knobs on top.
- Wipe down the roller and table after use.

EXTRUDER:

- Located left of the roller door.
- Load clay, attach your chosen die, and press steadily.
- Clean the barrel and parts before putting them away.
- Please don't unscrew handles.

WEDGING TABLES:

Right side: Light / white clays

Left side: Dark / coloured clays

RECLAIM BATS:

- Hold by the metal grate (not the plaster bat).
- Label with your name and date.
- Uncollected reclaim after one week will go to studio reclaim.
- Please clean reclaim bat after use for the next person.

Glazing and Classes

MEMBERS GET 10-15% OFF CLASSES AND WORKSHOPS!

- To use studio glazes, you'll need to join a Member Glazing Class first.
- Book through the Classes tab (\$5 to reserve).
- Weigh your pieces, take a photo, and pay after class. (Same firing process as above)
- Studio glazes are \$22/kg (includes firing).
- Tag your pieces with your name, date, and number of pieces.
- Scan the QR code before leaving them upstairs for the teacher.

Locking Up

IF YOU'RE THE LAST ONE OUT PLEASE CLOSE UP:

- Close the roller door and turn the knob down to lock it.
- Check windows are closed (upstairs and downstairs)
- Turn off the air conditioning.
- Switch off all lights.



Important Contact Information

Emergencies: 0478 794 636

Life threatening emergencies: 000

Membership and billing changes:
hello@ourspacebrisbane.au

Any non-urgent Q's: Mومence Chat

That's It!

Welcome again to Our Space, your creative home away from home.

Keep your area clean, be respectful to others, and most importantly, have fun creating!

If you ever need help, just ask one of the team! We've got you covered.



