



**MAKE  
EINDHOVEN**

## General conditions and house rules

Address	Gasfabriek 12 5613 CP Eindhoven
Opening hours	Mondays to Fridays 9:00 – 17:00
Online	<a href="http://makeeindhoven.nl">makeeindhoven.nl</a>

Always notify one of the staff of your presence in the workshop.

Use of the workshop is by appointment only. To make an appointment, please contact us during office hours: Mon to Fri between 10.00 and 16:30 hrs.

E: [make@makeeindhoven.nl](mailto:make@makeeindhoven.nl)  
T: 040 237 09 68

Entering the workshop is entirely at your own risk and not without potential dangers. The board and the direction cannot be held responsible for any personal injury, property damage or loss.

Use of alcohol and/or drugs in this workshop is dangerous to yourself and others and therefore strictly forbidden. Even appearing in the workshop under the influence of alcohol or drugs can lead to temporary denial of access.

## Safety and liability

### Workshop code;

- The workshop, the available equipment and basic guidance will be at the participant's disposal for the duration of the work period. The workshop and its facilities can only be used with the necessary respect and responsibility. This includes returning all tools to their proper place and notifying staff of any defects.
- The work space has to be left behind in a clean state. In case of negligence, cleaning costs or damages will be charged with a minimum amount of € 35.
- Failure to comply with instructions or any form of negligent behaviour can lead to denial of access to the workshop. It will be considered as a breach of contract. All costs incurred thus far will be charged.

### Working at Make Eindhoven

- The workshop cannot be used without clear agreements and instructions.
- Before the start of your work period, you are required to fill out your contact information on the designated form.
- Before the start of your work period, you have taken notice of the general conditions and house rules.

### Safety

*Safety is mainly a consequence of individual responsible behaviour.*

*Dangerous situation are to be avoided. Safety is improved by order and cleanliness.*

- You are personally responsible for safe work practices.
- Follow the instructions and safety regulations.
- Make sure you have been properly informed of the use of machinery and techniques before you start working.
- Durable footwear that fully encloses the foot is mandatory.
- For various operations Personal Protective Measures (PPM) are required. Ask for additional information.
- Children to the age of 16 have to remain under adult supervision at all times. The accompanying adult(s) are fully responsible for the child(ren) under their supervision.
- Pets are not allowed.
- Food and beverages do not belong in the workshop, for health and other reasons.
- For your safety, smoking is prohibited in the office and in the workshop
- For safety reasons and to ensure that people can work in peace, interested persons are not admitted unless they have received explicitly permission.
- all activities should only be carried out at the designated workstations.

- Only workshop supervisors are allowed to use
  - Hoist Rail
  - Forklift Truck
  - Reach Truck
  - Pallet Jack
  - Sawing machine

### Hazardous substances

- Certain activities in the workshop might expose you to carcinogenic and/or reproductive hazards (e.g. lead, plaster dust, etc.). Therefore the related instructions and guide lines provided by workshop supervisors must be followed at all times.
- Women who are pregnant or breastfeeding are obliged to report this. Some processes can be harmful to the unborn or newborn child. The workshop supervisor can provide information and a list of activities that may not be performed by pregnant or breastfeeding women.

### Damages and liability

- Participants are in the workshop at their own risk and are required to have health insurance and liability insurance (third-party insurance).
- If a user of the workshop causes any damages to tools, inventory or other appliances by unprofessional use, he or she will be charged with the ensuing costs.

Make Eindhoven cannot be held responsible for:

- Damages, theft or loss of personal belongings – including art works – of the participants.
- Damages caused by the use of materials and equipment provided by Beeldenstorm / Daglicht
- Damages caused by any errors of the supervising staff.
- Damages caused by the use of materials and equipment that were not provided by the workshop.

## Agreements

### Intake conversation

- Prior to the work period, an intake conversation will take place to discuss plans, to plan contact hours with workshop supervisors and draw up a guidance plan. It serves as an indication and can be adjusted based on actual developments.
- The intake conversation is free of charge and includes discussion of the project.
- At the start of activities that involve a technique that is new to you, you will be given instructions, for which a starting fee will be charged. (See price list.)

### Costs and materials

- The price list and the estimated costs will be discussed with you at the beginning of the project. Any adjustments during the project will be discussed with you. Please inform after the financial status in the course of the project to prevent surprises afterwards.
- Prices for materials used / part-day workshop fees / starting fees / contact hours with workshop supervisors / machine use have been stated in our price list.
- The workshop supervisor records all costs in daily accounts. You are advised to stay informed of the accounts.
- Always sign in when you arrive and sign out when you leave for proper part-day registration and to verify that you cleaned the workplace before you left.
- Each technique that is new to you requires instruction by the workshop supervisor, for which a starting fee will be charged.

### Materials and tools

- Materials are sold in direct relationship to activities at Make Eindhoven only.
- Tools will not be lent out.
- We advise you to use only materials recommended by us.

### Guests and assistants

- You are responsible for any guests and assistants.
- For assistants you employ, professional liability insurance is required.
- Assistant hours will be charged according to part-day fees, unless agreed otherwise.

### Invoice

- The invoice will be made at the end of the agreed work period. If so desired, a partial invoice can be made during the period. Payment within 14 days after invoice date.

### Image material

- Make Eindhoven retains the right to photographically document the work processes or have it documented for archiving and publicity purposes and possibly for publication.
- We ask that you also document the production process digitally. This image material will be given to / shared with Make Eindhoven voluntarily.
- After the work period, the participant will provide two professional representative photographs of the finished product.

### Reference;

- Reference to Make Eindhoven is required for exhibitions of and publications about objects made in the workshop for a period of 3 years after the work period.
- Make Eindhoven will provide the logo for publicity use.

*In case you have urgent reasons not to communicate that a piece has been produced at Make Eindhoven the obligation to mention the workshop can be bought off for the amount of € 300.*

### Possible final presentations

- When the organisation of a final presentation is beneficial to both parties, Make Eindhoven can't be charged with presentation fees.
- Make Eindhoven will take care of publicity for the presentation and the maker (you) will provide a well-presentable product. If necessary, a separate contract can be made for the presentation but in general verbal agreements should suffice.