



The Melville Mudroom 2026 Terms and conditions

Welcome to our studio at 28 Main Road, Melville. The following information, guidelines, and terms and conditions are to ensure the smooth running of The Melville Mudroom. Please read them carefully. You enter our premises at your own risk.

COMMUNICATION

Please communicate via WhatsApp with Kate on 0828844085 or email info@melvillemudroom.co.za.

We will add your cellphone number to our Melville Mudroom Whatsapp group. This group is for infrequent transmission messages only.

You can follow us on Facebook @themelvillemudroom, Instagram @melville_mudroom, Pinterest <https://pin.it/1S7VJhg> and Youtube instructionals and useful tips <https://www.youtube.com/@MelvilleMudroom>.

We take photos of your work in progress and finished items for our social media pages. Please let us know if you would prefer for photos not to be taken of your work.

Our website is www.melvillemudroom.co.za.

FEES AND PAYMENT FOR REGULAR HANDBUILDING CLASSES

OPTION 1: Enrolled student (R2100)

Become a core part of our studio community. By enrolling as a regular student, you get the best monthly rate and receive benefits reserved for our dedicated students. Your enrolled student benefits:

- Guaranteed spot in our regular handbuilding or wheel throwing classes.
- The best price at R2100/month.
- 25% discount on all Mudroom workshops.
- 20% cash discount on ceramics in our shop.

- Two complementary raku workshops per year.
- Access to catch-up classes if you miss a session.
- ***One-month notice is required for cancellation.***

OPTION 2: Flexible pass R2500

Perfect for those who prefer to take their creativity month-by-month. This pass offers flexibility for busy schedules, allowing you to join us when it suits you.

The flexibility you get includes:

- No long-term commitment – book on a monthly basis.
- Pay only for the months you want at R2500.
- Missed classes can only be made up while you are a fee paying student.
- Ideal for balancing other commitments.
- *Please note: Your spot is subject to availability and must be booked each month prior to the start date.*

Payment of a monthly fee for both options is required regardless of how many classes you attend (in other words we don't accept pro rata payments if a class is missed).

A monthly notification will be sent out to the Mudroom WhatsApp group as a reminder. If you want to receive an invoice, please send Kate a Whatsapp message requesting this.

New bank details are Melville Mudroom Pty Ltd, CAPITEC BUSINESS (be sure to choose this and not just Capitec when you choose the bank), Current Account, Account number 1051686474. Please use your name as a reference and email POP to us on info@melvillemudroom.co.za.

CLASSES

We have a monthly schedule in place and signing up for classes is a monthly commitment, regardless of how many classes you attend.

Classes take place on Monday (18h00 to 20h30), Tuesday (10h00 to 12h30), Tuesday (15h00 to 17h30), Wednesday (18h00 to 20h30), Saturday (10h00 to 12h30), and Saturday (14h00 to 16h30). There is a weekly wheel throwing class on Monday and Wednesday evenings (18h00 to 20h30). Students need to book for throwing classes. Wheel throwing is available during other classes but there is not a dedicated throwing teacher.

Some months have a fifth class. These extra classes will be offset against full fees in December and January.

MISSED CLASSES

Missed classes can be made up at any time (even the following year) while you are an enrolled fee paying student.

Accumulated catch-up classes must also be taken while you are an enrolled paying student. In other words, you cannot accumulate make-up classes and take them instead of paying for classes.

There is an unsupervised session on a Tuesday between classes – 12h30 to 15h00 – and this time is also available for catching up a class.

DROP-IN CLASSES / GIFTED CLASSES

If you have paid for a drop-in class or received a voucher for a class – these must be taken within six months of payment.

There are no refunds for cancelled drop-in classes or gifted classes.

Drop-in hand-building classes cost R850.

BREAKS

We will re-open on 12 January 2026 (Monday).

We will be closed on most public holidays (see schedule below).

We will be closed for the Easter Weekend – 3 April to 6 April - and this will affect Saturday's class on the 4th and Monday's class on the 6th.

We will close on 14 December 2026.

PARKING

Please park in the secure parking area on the corner of 6th Avenue and Main Road, Melville (below Lovemore Music).

Our car guard is on duty during the hours of class – and 10 minutes prior and after class, so if class is 18h00 to 20h30 the guard will be there from 17h50 to 20h40.

The car guard is a deterrent and he will do his best to keep the cars safe and secure – however, we cannot take responsibility for theft or damage.

CLEANING

We use both red and white clay.

Boards for red clay will be marked and must be used for red clay only.

Please clean up your workspace when you are finished.

You can wash your tools in the designated bucket of water in order to minimise clay going down the drain and blocking it.

Please clean up when you sand your work outside - there is a small pink brush and pan near the double glass doors to the stoep.

We reclaim all our clay - dry clay goes in terracotta and white buckets inside the studio and wet clay in buckets outside. Please keep the wet towel on top of the clay you put in the outside buckets.

WHEEL THROWING

There are two buckets in the throwing room clearly labelled 'clean water' and 'rinse water'.

Use the 'clean water' bucket for your throwing water and for cleaning your wheel station at the end of class and the 'rinse water' bucket for rinsing your tools etc.

Use the designated plaster board for thrown clay you don't keep - it's easier to reclaim this clay if it's on a plaster board and not in a bucket.

Leave your wheel and area around your wheel as clean as you found it.

Wash all your tools and leave to dry on the table in the throwing room.

Label your bats with your name so we can place them on the correct shelf when wrapped.

Throwing students will be charged an additional firing fee of R30 per kg for work (bone dry) in excess of 8kg per month.

GLAZING

We have clearly marked the firing shelves, one for greenware (bisque firing) and one bisqueware (glaze firing). Please ensure you put your pots on the correct shelf. We cannot be responsible if you make a mistake.

Please do not paint slip or glaze on the underside of your pot.

Please sign all your work – unsigned pots will not be fired.

We do our best to look after your pots – but accidents happen both inside the kiln and outside. Your journey with clay will include learning to manage these losses.

FIRING

Our clay is not designed for large pieces.

All firings are included in your fees. Our guide to maximise kiln space is a height of 35cm and width of a kiln shelf. If you make a taller or wider piece, there may be an additional firing fee. Tall / very large pieces make packing the kiln challenging and we cannot maximise space – all our students' work needs to be considered.

There will be an additional charge for pieces that you bring from home for firing – R30 per kg.

TERMINATION

Please give one month's notice if you plan to stop classes.

We will keep your work for three months after you leave, after a drop-in class or after an event, thereafter we will discard it. It is your responsibility to collect your finished work.

You enter our premises at your own risk.

We look forward to another creative year.

Kate and Nina

Class schedule 2026 (including public holidays)

January - open on the 12th (pro rata)

Mon - 3 classes

Tues - 3 classes

Wed - 3 classes

Sat - 3 classes

February

Mon – 4 classes

Tues – 4 classes

Wed – 4 classes

Sat – 4 classes

March

Mon – 5 classes

Tues – 5 classes

Wed – 4 classes

Sat – 4 classes (open on the 21st Human Rights Day)

April

Mon – 3 classes* ** (closed on the 6th Family Day)

Tues – 4 classes

Wed – 5 classes

Sat – 3 classes*** (closed on the 4th Easter weekend)

*There are five Mondays in March to make up for the missed class in April.

**We will be open on Monday 27 April.

***There are five Saturdays in May to make up for the missed class in April.

May

Mon – 4 classes

Tues – 4 classes
Wed – 4 classes
Sat – 5 classes

June

Mon – 5 classes
Tues – 4 classes (open on 16th for Youth Day)
Wed – 4 classes
Sat – 5 classes

July

Mon – 4 classes
Tues – 4 classes
Wed – 5 classes
Sat – 4 classes

August

Mon – 4 classes (open for Women's Day)
Tues – 4 classes
Wed – 4 classes
Sat – 5 classes

September

Mon – 4 classes
Tues – 5 classes
Wed – 4 classes
Sat – 4 classes

October

Mon – 4 classes
Tues – 4 classes
Wed – 4 classes
Sat – 5 classes

November

Mon – 5 classes
Tues – 4 classes
Wed – 4 classes
Sat – 4 classes

December – last class on Monday the 21st with an exhibition & raku firing on the evening of the 12th (tbc) (full fees apply offset against five class months above)

Mon – 3 classes
Tues – 3 classes
Wed – 3 classes
Sat – 3 classes