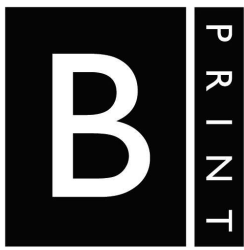


A very warm welcome to Bainbridge Print Studios!

**New Members Welcome Pack**

Included in this pack is some key information to help you get started.

- General Information (contacts, door codes, wifi passwords etc)
- Studio Induction
- Booking sessions
- Open access sessions - studio care
- Facilities and equipment
- Materials shop
- Useful resources



## GENERAL INFORMATION

<b>CROYDON STUDIO:</b> Bainbridge Print Croydon Unit 1 ASC Art House Grafton Road Croydon CR0 3RP	<b>VAUXHALL STUDIO</b> Bainbridge Print Vauxhall Handbag Factory 3 Loughborough Street London SE11 5RB
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[www.bainbridgeprint.com](http://www.bainbridgeprint.com)

**General** - [info@bainbridgeprint.com](mailto:info@bainbridgeprint.com)

**Lucy Bainbridge** (Director) - [bainbridge.lucy@gmail.com](mailto:bainbridge.lucy@gmail.com) / 07860 716 313

**Emergency contact - Artist Studio Company (ASC)** - 0207 274 7474 (out of hours/emergency contact for issues related to the building itself)

### **Social:**

Insta: [@bainbridgeprint](https://www.instagram.com/bainbridgeprint)

Facebook: [@bainbridgeprint](https://www.facebook.com/bainbridgeprint)

Twitter: [@bainbridgeprint](https://twitter.com/bainbridgeprint)

### **Access:**

**Croydon:** Open access print rooms - front door fob access (£25 returnable deposit)

ASC Art House main entrance (both) - door code (for kitchen, toilet and breakout space)

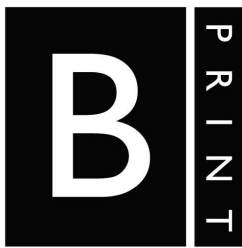
**Vauxhall:** Open Access print rooms: entry system via phone application

Croydon members will need to purchase a fob which provides secure access to the print studio.

Door codes and website members area password will be given at your induction.

### **Wifi:**

See notices in studio!



## INDUCTIONS:

You must have had a studio induction before you can book open access sessions, so you understand how the studio is set up enabling you to be able to print independently going forward (to become a member you will need to have had sufficient experience in your chosen print technique to work independently). The induction session will also include your first open access session (so there will be 7 or 3 remaining open access sessions available to book after your induction). Please bring something you would like to work on, paper and inks.

Please email [info@bainbridgeprint.com](mailto:info@bainbridgeprint.com) to arrange your first session which also includes your studio induction.

We generally offer inductions on these days:

Croydon: Mondays & Thursdays

Vauxhall: Saturdays & some weekdays

## STUDIO MEMBERSHIP

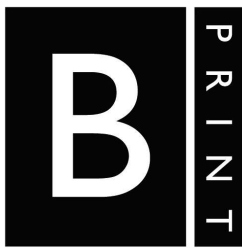
The studio membership year runs from January to December. New members automatically pay the studio membership fee when joining (pro rata). Studio membership is charged at £60 per year (equivalent to £5 per month) and is payable by the end of January of the new membership year. This pays for the storage the studio offers to all open access members. Desk and studio holders are exempt from this charge. If an existing member does not renew their membership by the end of January of the new year they will need to collect all their belongings and use any existing sessions before then.

## BOOKING SESSIONS

Session booking is available to printers who either have previous experience or have completed a workshop that is a minimum of two days in duration. This is to ensure equipment is used properly and safely and that printmakers are getting the most out of their sessions.

### **Session Times - Croydon**

- Morning (am), 8:30am - 1:30pm
- Afternoon (pm), 1:30 - 6.30pm
- Evening (eve), 6:30 - 11:30pm



### **Session Times - Vauxhall**

- Morning (am), 8:30am - 1:30pm
- Afternoon (pm), 1:30 - 6:30pm

In some circumstances, extended hours can be arranged in advance. Please note that this is at the studio's discretion.

### Please note:

- Time shown indicates when the session begins
- Each session is 5 hours in duration, although you are welcome to prepare and clean up either side of this
- For a whole day book 2 individual sessions, either morning/afternoon or afternoon/evening
- You can book a session up to 2 weeks in advance
- **If you need to reschedule or cancel** your session, you can do this up to 12 hours before the start.

Instructions on how to do this are included below

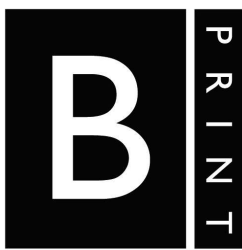
If you are a new member - during your induction the studio will set you up on the booking system which will generate a certificate code, so you can book future sessions via the website, the code will be emailed to you.

### BOOKING FIRST SESSION VIA THE WEBSITE

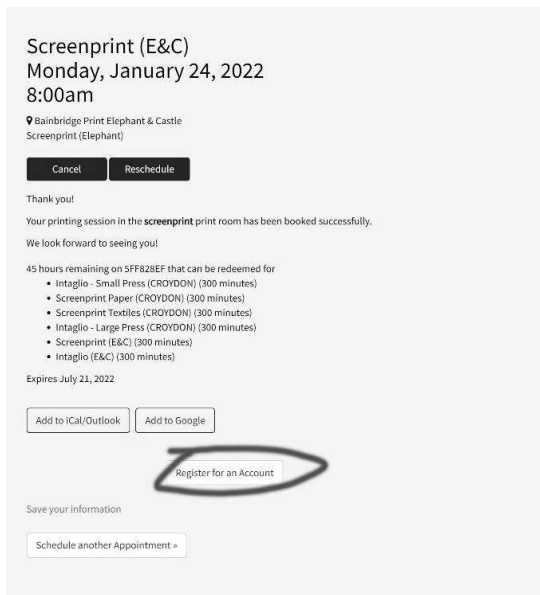
To book a session navigate to the Members area of the website (password will be provided at your induction).

- click on '**Schedule Appointment**'
- click on '**Redeem Coupon, Package or Gift Certificate**'
- enter your certificate code
- providing you have sufficient sessions left that haven't expired this will reset the cost to £0
- select session type for either Croydon or Vauxhall studio
- select date and time
- type in your name and phone number
- click '**Complete session booking**'

You'll get an email confirmation of your booking - where it's also possible to cancel or reschedule (up to 12 hours before your session begins).

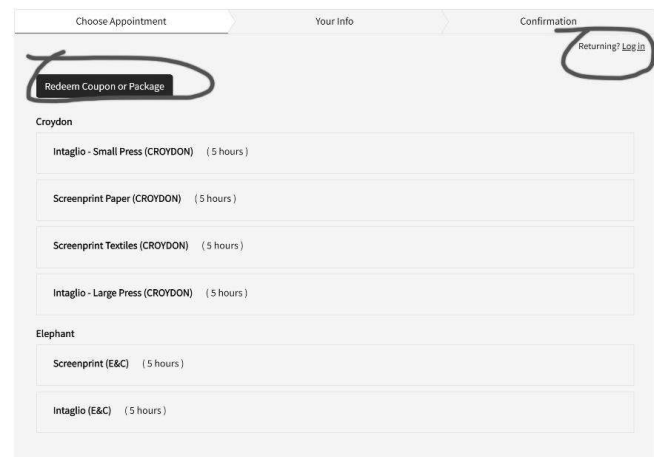


After booking a session it will give you the option of creating an account. You don't have to create one but if you do you'll get the following benefits – it will remember your name, telephone and email address each time you book and show your upcoming appointments (as long as you were logged in when you booked them.) It will also show any remaining hours you have left of Open Access.



## SESSION BOOKING

We are now allowing 2 people per session to print in the Intaglio - Large Press and Screenprint print rooms in Croydon and the Intaglio and Screenprint rooms in Elephant. If you are high risk or particularly worried, let us know and we can look at limiting to just you for your session



If you create a login - remember to login first before you book your next appointment.

## OPEN ACCESS SESSIONS - STUDIO CARE

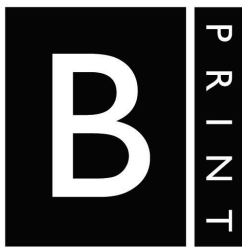
### After your session:

- Please leave as you find it
- Clean thoroughly and return all equipment to it's home ready for the next user
- Wipe all surfaces used
- Mop excess water in wash-out room

### Before you leave:

- Ensure radiators and fans are switched off and the door is locked

### House rules:



- If screen printing you must use the ready mixed studio emulsion (please don't bring in your own) and pay for what you've used via the online Materials Shop.
- No groups or individuals to be in the print rooms during your session unless pre-arranged. This is for the purpose of safety and out of respect for other members and residents.
- You are very welcome to use the speaker provided to play music or radio, but please be mindful of others using the print rooms and in the studio spaces upstairs.

## FACILITIES AND EQUIPMENT

### **CROYDON STUDIO**

#### **Screen:**

**\*New\*** LED Exposure Unit - ideal for alternative print/photo processes (photopolymer, etch resist, cyanotype etc.)

**\*New\*** Major George Print Press - 52x83cm. George is happy with all intaglio and relief processes, but has a particular fondness for Lino, woodcut and thicker matrix

2 vacuum screenprint tables, 112x170cm & 112x135cm

Professional fabric printing table, 150x280cm

Screen drying cabinet

Backlit washout unit width 200x140cm

Large drying rack

Squeegees of various sizes up to 90cm

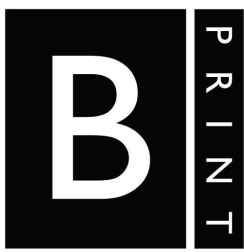
Coating troughs of various sizes

Screens available for short-term use

Exposure unit for photo silkscreens, cyanotypes and other alternative photographic processes

#### **Intaglio:**

- Separate acid room with large sink 90x195cm.
- Ferric chloride for etching copper
- Copper sulphide for etching zinc
- Large etching press, bed 70x130cm
- Hotplate
- Rosin aquatint box
- Smoking easel
- Soft and hard ground



- Squashing boards
- Large and small rollers
- Ink knives, spatulas and files

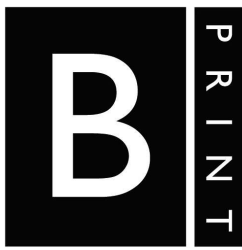
## **VAUXHALL STUDIO**

### **Screen:**

- Three screenprint vacuum tables, largest 178x305cm
- \*New\* professional fabric printing table, 150x280cm
- Large exposure unit for photo silkscreens, cyanotypes and other alternative photographic processes, 238x177cm
- Separate screen drying room
- Separate wash room
- Large drying rack
- Light box, 100x135cm
- Large sink unit with jet spray, width 200cm
- Squeegees of various sizes up to 90cm
- Coating troughs of various sizes
- Screens available for short-term use
- Photo emulsion/de-coater (pay as you go)

### **Intaglio:**

- Large etching press, bed size 71x124cm
- Small etching press, bed size 46x92cm
- Hotplates
- Rosin aquatint box
- Smoking easel
- Ferric chloride for etching copper
- Copper sulphide for etching zinc
- Separate acid room
- Soft and hard ground
- Squashing boards
- Large and small rollers
- Ink knives, spatulas and files



The studio provides screens in a range of sizes which you are welcome to use. We do ask that they are cleaned and de-coated ready for the next person at the end of each session. Each open access member will have a box to store inks and other bits at the studio to save carrying in each session.

## MATERIALS SHOP

Some materials are available to buy from the studio shop via our website. [SHOP — Bainbridge Print Studios](#)

Please note we do provide or sell plates, paper or ink.

**NOTE: YOU MUST USE THE STUDIO EMULSION PROVIDED FOR SCREEN PRINTING & PAY FOR WHAT YOU'VE USED VIA THE ONLINE MATERIALS SHOP** (We do not allow members to bring in their own emulsion as this affects exposure timings).

### **Materials available from the shop:**

- Emulsion (small / medium / large screens)
- Print medium for paper and fabric
- Large newsprint (x20 sheets)
- Acid free tissue paper (x20 sheets)
- Brown tape / Masking tape
- Plastic tubs with lids for mixing ink
- Scrim
- Gloves
- Acetate

## HOW TO GUIDES

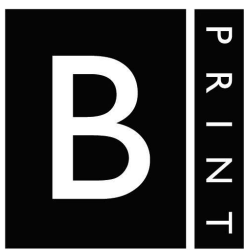
We have a range of 'How to...' guides that can be accessed from the website where you can access guides to the studios and print techniques. Navigate to the Members page and scroll down to 'GUIDES'.

## USEFUL RESOURCES

This is who we use and recommendations made over the years.

- [John Purcell Paper](#) - wholesale paper retailer and will deliver to the studio for free  
15 Rumsey Rd, Brixton, London SW9 0TR / 020 7737 5199
- <http://www.johnpurcell.net/>





- Intaglio Printmaker - general etching materials and equipment  
9 Playhouse Ct, Borough, London SE1 0AT / 020 7928 2633
- <http://intaglioprintmaker.com/>
- Printall/London Screen Services - For emulsion, binder, pigment and other basic fabric screen printing supplies. You need to contact Holly or Andy directly at the moment (no online shop) but they do deliver.  
42 Raymouth Rd, Bermondsey, London SE16 2DB / 020 7232 0363
- <http://www.printallstudios.com/>
- Whaleys - Online only, can request first 5 fabric samples free, after that you need to pay for samples
- Whaleys is good for fabric prepared for dying/printing directly onto, although watch out for VAT and delivery add-ons  
<http://www.whaleys-bradford.ltd.uk/>
- Cass Arts - general artist supplies and paint. Flagship in Angel, Islington.
- Silverprint (online) - photographic materials and equipment for darkroom/alt processes, student discount - [www.silverprint.co.uk](http://www.silverprint.co.uk)
- PEL - archival storage, conservation, packing and general materials (online) not the fastest, but affordable - <http://www.preservationequipment.com>
- Ezeeplan (online) - printers, print onto acetate, small, medium and large format - [www.ezeeplan.co.uk](http://www.ezeeplan.co.uk)
- ABC Imaging - (student discount/late night/short notice/large format printing) - [www.abcimaginguk.com](http://www.abcimaginguk.com)
- Screenstretch - Screenprinting equipment - <http://www.screenstretch.co.uk/>

#### Books:

- Little Book of Screenprinting, by Caspar Williamson.
- Low-Tech Print: Contemporary Hand-Made Printing, by Caspar Williamson
- Printmaking: A Complete Guide to Materials and Processes, by Beth Grabowski and Bill Fick.
- Screenprinting: The Complete Water-based System, by Robert Adam