

**DOWNTOWN  
WEST ALLIS  
INCORPORATED**

**7231 W. GREENFIELD AVE., SUITE 201 · WEST ALLIS, WI 53214  
PHONE (414) 774-2676 · FAX (414) 774-7728  
WWW.WESTALLISDOWNTOWN.COM**

April 20, 2016

Mayor Dan Devine and Common Council Members  
City of West Allis, City Hall  
7525 W. Greenfield Ave.  
West Allis, WI 53214

Dear Honorable Mayor Devine and Common Council Members:

The Promotions Committee of the ***Downtown West Allis Business Improvement District (DWABID)***, in partnership with ***Cream City Clay*** is looking to host a new event for our Downtown entitled "***Art on the Ave.***" ***This event will be held on Friday, May 20, 2016 from 6pm to 8:30pm.*** In trying to attract visitors to the avenue, we are hoping this small event will bring those interested in the arts to West Allis Downtown.

We are asking for your permission to use the municipal parking lot just west of 71<sup>st</sup> street – south of Greenfield Avenue. (See attached map) Here we plan to set up a 'Raku' demonstration, showing our visitors a unique technique in firing pottery with amazing results. Set-up will start at 5pm and we should have everything taken down and the parking lot and alleyway open by 9pm. During the event hours, our visitors will be able to tour Cream City Clay, try some "hands on" fun as well as learn a little more about the classes that Cream City Clay has to offer.

As in previous years, the DWABID requests the assistance from the City of West Allis use of signs and supplies to ensure event safety. For this event, we would request 8 barricades to block both entrances to the parking lot as well as the alley. With the alley blocked, our visitors will feel safe going from the parking lot to enter Cream City Clay's back door. A letter and map, outlining these requests will be submitted to Department of Public Works at a later date.

Our organization holds a one-million dollar event insurance policy with the City of West Allis listed as an additional insured. (See enclosed.)

Cream City Clay also holds an event insurance policy with the City of West Allis listed. Cream City Clay owner, Colleen Volland, is working closely with the West Allis Fire Department and will ensure all precautions for a safe event will take place. Enclosed is a copy of the Raku Waiver that participants must sign, a copy of the letter being sent to the West Allis Fire Department, a more specific map layout for the Raku and a copy of Cream City Clay's Certificate of Liability.

Downtown West Allis extends its thanks to Mayor Devine and the Common Council for their continued support and consideration in this matter. If you have any questions, please call 414-774-2676.

Sincerely,

Chet Parker  
Downtown West Allis Business Improvement District  
President

Encl.

cc: Brian Block, Mike Lewis, David Wepking, Doug Bartels, Fire Chief Steven Bane, Lt. Deputy Mason Pooler, Alderperson Marty Weigel & Alderperson Cathleen Probst

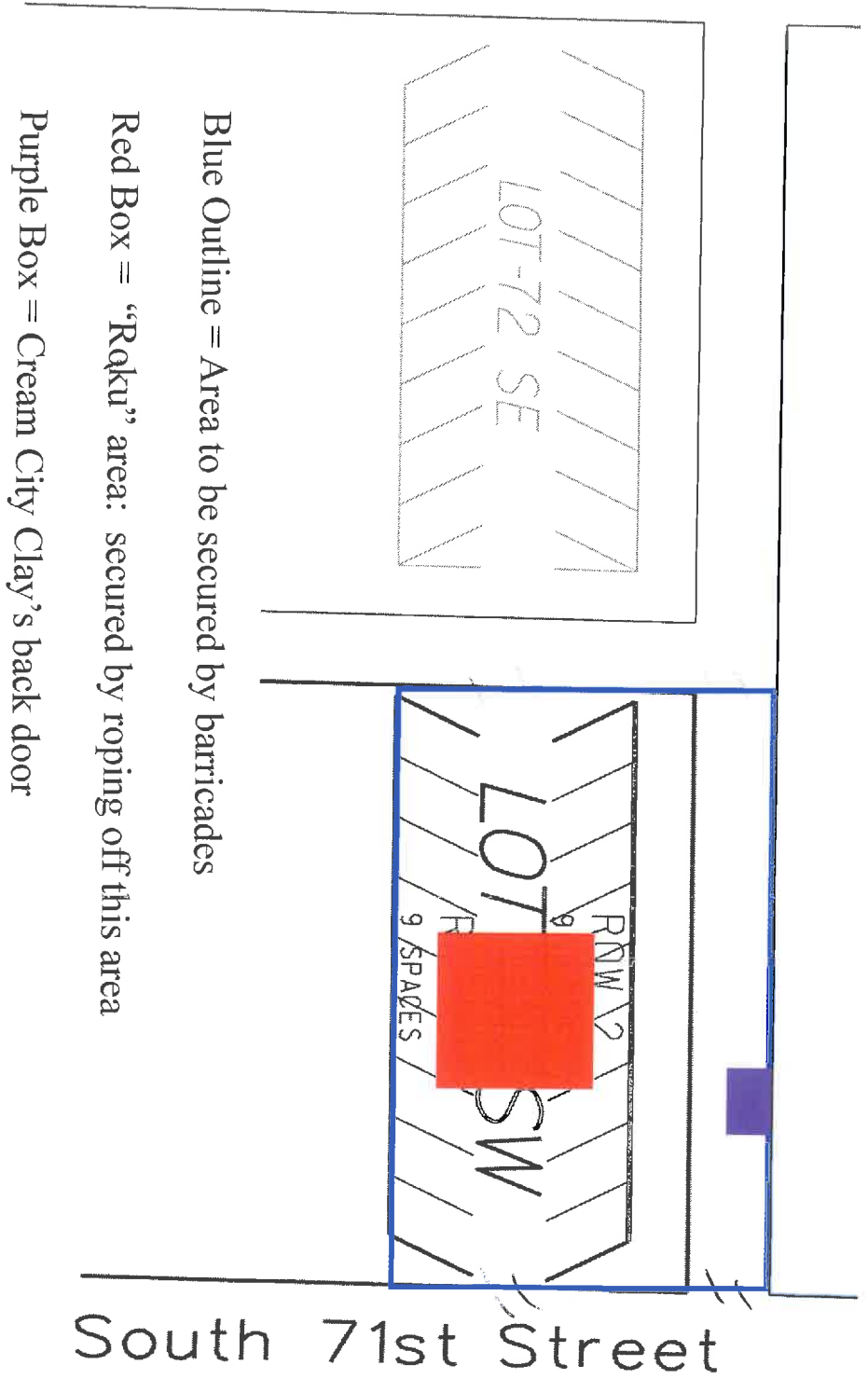


**A MAIN STREET COMMUNITY — A 501(C) NON-PROFIT CORPORATION**  
**BUILDING A POSITIVE IMAGE THAT ENCOURAGES CUSTOMER GROWTH  
AND WELCOMES COMMUNITY INVOLVEMENT**



# West Greenfield Avenue

South 72nd Street



Blue Outline = Area to be secured by barricades

Red Box = "Raku" area: secured by roping off this area

Purple Box = Cream City Clay's back door

South 71st Street

# RAKU WAIVER

When: May 20, 2016

Where: Cream City Clay, Inc.

7105 W. Greenfield Ave. West Allis, WI 53214 Parking Lot behind Address

Cost: \$52 per Person

Colleen Volland Owner

(414) 249-5902 [colleen@creamcityclay.com](mailto:colleen@creamcityclay.com)

Raku is an ancient Japanese method of firing simple pottery. After the pottery has been bisque fired it is glazed with metallic or white crackle glazes. The glazed pottery is fired quickly outdoors in a closed kiln fueled by propane to 1800-1900 degrees F. Participants wearing protective aprons, gloves and eye protection open the door of the hot kiln to remove clay pottery from the kiln with tongs, while the pottery is still glowing orange it is then placed in a metal container filled with sand and paper combustibles. The paper ignites and there is open flame that is quickly covered with a metal lid and sealed with sand. At this point a reduction occurs. The fire is seeking oxygen and thus turns the metallic glazes amazing unpredictable colors, while making the unglazed clay body turn black. Clay pottery is allowed to cool for approximately 45 min before being removed from the container.

**Raku exposes participants to open flame and red hot pottery from an open kiln. If safety precautions are not followed clothes can ignite, hair and skin can get burned, and lungs and eyes can get irritated from the smoke of the combustibles.**

## **Participant Responsibilities:**

I understand that it is my responsibility to:

- (1) Wear proper clothing: long protective pants/jeans, long sleeved shirts and closed toed shoes; No loose clothing scarves etc. Hair must be tied back or covered and not allowed to be loose.
- (2) Listen carefully to the Instructor and be aware of your surroundings;
- (3) Cease participation if at any time you feel like you are in danger.
- (4) Be well rested, hydrated and in 100% control of your physical moments and faculties. Refrain from using any alcohol, substances or drugs of any kind before or during the event.

Any participant not complying with responsibilities listed above will forfeit their option to participate and any all fees will not be refunded.

## **Informed Consent & Assumption of Risk:**

I, the undersigned, being aware of my own abilities and physical condition, and having knowledge that my participation in RAKU may cause injury, am voluntarily choosing to participate in RAKU.

In making RAKU available for your participation, Cream City Clay, Inc., its owner, employees, teachers, members and students assume no responsibility for injuries. The responsibility is assumed entirely by the participant.

## **WAIVER AND INDEMNITY:**

In consideration of being able to participate, I, for myself, my heirs, personal representatives and assigns, do hereby release, waive, discharge and covenant not to sue Cream City Clay, Inc. and its owner, employees, teachers respective affiliates, heirs, assigns, and representatives, (collectively, the "Releasees") from any and all claims including, not by way of limitation, any claims arising from negligence of Releasees or any of them resulting in personal injury, accidents or illnesses (including death) and/or property loss arising from or relating in any way to participation in RAKU. I agree to indemnify and hold harmless Releasees from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorneys' fees, and to reimburse Releasees for any such expense incurred in connection with or as a result of (1) Participant's participation in RAKU or (2) arising in connection with or as a result of any attempt by anyone, including, not by way of limitation, Participation or anyone claiming on Participant's behalf, to avoid the terms of this document which I freely sign.

**I have read this document in its entirety, fully understand its terms, and understand that I am giving up substantial rights — including my right to sue. I know, understand and appreciate these and other risks that are inherent in RAKU. I expressly agree and assert that participation in RAKU is voluntary and I knowingly assume all such risks and elect to proceed with the participation despite all the risks. I acknowledge that I am signing this document freely and voluntarily and intend, by my signature, the complete and unconditional release of all liability to the greatest extent allowed by law.**

Print Name: \_\_\_\_\_ Participant 's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ If under (18), Signature of Legal Guardian: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_

# Cream City Clay, Inc.

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Colleen Volland: Owner

7105 W. Greenfield Ave | 414-249-5902 | colleen@creamcityclay.com

April 20, 2016

Mason Pooler: Deputy Chief

Mark Dombrowski: Lieutenant

West Allis Fire Department

Bureau of Fire Prevention

Dear Lieutenant Dombrowski,

Cream City Clay Inc, respectfully requests the approval for a Raku firing for educational purposes on the following dates:

**Planned event: Friday May 20, 2016: 5:00pm-8:30pm**

**Rain or wind date: May 21, 2016 10am – 2pm**

**Location:** Parking Lot behind 7105 W. Greenfield Ave. Cream City Clay, Inc.

20' from building and 20' from public

See proposed area diagram

## **Description of Activity**

Raku is an ancient Japanese method of firing simple pottery. After the pottery has been bisque fired it is glazed with metallic or white crackle glazes. The glazed pottery is fired quickly outdoors in a closed kiln fueled by propane to 1800-1900 degrees F. Participants wearing protective aprons, gloves and eye protection open the door of the hot kiln to remove clay pottery from the kiln with tongs, while the pottery is still glowing orange it is then placed in a metal container filled with sand and paper combustibles. The paper ignites and there is open flame that is quickly covered with a metal lid and sealed with sand. At this point a reduction occurs. The fire is seeking oxygen and thus turns the metallic glazes amazing unpredictable colors, while making the unglazed clay body turn black. Clay pottery is allowed to cool for approximately 45 min before being removed from the container.

Safety Precautions

## **Participants safety**

Each participant will sign a waiver agreeing to:

- (1) Wear proper clothing: long protective pants/jeans, long sleeved shirts and closed toed shoes; No loose clothing scarves etc. Hair must be tied back or covered and not allowed to be loose.
- (2) Listen carefully to the Instructor and be aware of your surroundings;
- (3) Cease participation if at any time you feel like you are in danger.
- (4) Be well rested, hydrated and in 100% control of your physical moments and faculties. Refrain from using any alcohol, substances or drugs of any kind before or during the event.

**Weather Conditions** Wind exceeding 9mph will cancel or delay firing

**Fire Managment**

Kiln will be managed and monitored by a trained staff member older than 18 years of age at all times. One additional staff member will assist in monitoring participants follow safety precautions.

2 fire extinguishers 2A10BC will be on hand at all times. 10 Gallons of water will be on hand as well.

**Fuel**

40-45lb propane gas bottle will be used to fire kiln and will be secured by chain or bungee to a stationary object

Combustible paper will be safely contained in a garbage container away from kiln and only used in small amounts in the fire proof metal burn receptacles then quickly covered once ignited by hot pottery.

We Thank you for your consideration for this event. If any more information is needed please contact Colleen Volland

Sincerely,

Colleen Volland

Cream City Clay, Inc.

414-249-5902 Studio

262-385-3032 Cell

Attachments:

Proposed diagram of layout

Raku waiver form

Diagram of proposed location for **Gallery Night Raku**

