

## ALL SAINTS' CHURCH CENTRE

### SUPPLEMENT TO THE CONDITIONS OF HIRING FOR SELF CATERERS

These notes are to be read in conjunction with the Hiring Agreement.

Customers hiring the Centre and providing food and beverages themselves, on a self-catering basis, are subject to the following conditions.

**Self-catering means that the hirer will prepare, cook, deliver and serve the food for their function. If you wish to employ a catering company this must be arranged with the Centre Manager who will arrange a separate contract with this company.**

**A charge will be made for the hire of the kitchen for self-catering, see our price list for details of this charge.**

#### Use of the Centre Kitchen when hired

- When catering is provided on a self-catering basis, the use of the kitchen for **food preparation and cooking is not permitted**. The ovens and hotplates may be used only for heating prepared food or keeping food warm.
- Beverages may be prepared.
- Dishes, plates, utensils etc. may be washed using the sinks provided.
- **Hirers should provide their own utensils including chopping boards, plates, cups, saucers, etc. The equipment in the kitchen is not for the use of anyone who is self-catering. We provide washing up liquid, floor cleaner, sweeper and spray mop, tea towels, mugs, paper towels and bin bags.**
- If surfaces are used for the serving of food, it is the responsibility of the Hirer to clean down all work surfaces before use. Surfaces should be cleaned and wiped with an appropriate anti-bacterial cleaner and left clean after use.
- The cooker or warming cupboards must be left clean after use.
- Rubbish and recyclable items should be placed in the appropriate bins.
- It is the hirer's responsibility to leave the kitchen clean, tidy and the floor clean and dry. **All rubbish must be cleared away.**

#### Health & Safety

**It is the responsibility of the hirer to identify and control food hazards within their own premises and at All Saints' Church Centre.**

The Centre Committee will not be held responsible for any accidents or injuries caused by the Hirer or their helpers when use is made of facilities within the Centre. It is the Hirer's responsibility for safety when there is spillage on the floors.

The Centre Committee will not be held responsible for any problems arising from the supply of food items causing allergic reactions to anyone known or unknown. All food hygiene matters are the responsibility of the hirer.

Hirers must:

- Make sure food is prepared and supplied in accordance with the current Food and Hygiene Regulations.
- Identify food safety hazards.
- Know which steps in their activities are critical for food safety.
- Ensure helpers, whilst on the premises will be subject to the general rules and conditions laid down by the Centre Committee, relating to conduct and responsibility.
- Ensure that they and their helpers make themselves aware of the Fire Safety Rules posted at the entrance to the Centre, are aware of the positions of the Fire Extinguishers and Fire Exits within the Centre.
- Ensure that **children do not enter the kitchen**. Staff will enforce this rule.

**The use of the Dishwasher must be arranged with the bar staff**

**When the Centre Bar is not open, hirers and their guests are not allowed to bring in and consume alcohol on the premises.**

Rooms to be used.

If only the Large Hall (Sam Perry Hall) has been hired, then the Small Hall (Robert Thornley Hall) may not be used for food layout or serving. The combined hiring fee for the large and small halls permits the use of either hall for food purposes. Any food deposits or spillage on the floor resulting from the transfer of food from the kitchen to the halls must be cleared and the floor thoroughly cleaned. Food should not be taken into the bar area.

Tables and Chairs

On completion of the function all tables used must be wiped clean with appropriate cleaning materials and stored on the trolleys provided.

Chairs and tables must be stored according to the plan on the wall in each hall.

Any spillage on the floors must be cleaned up and the Halls left in a clean, tidy and orderly manner.