



Terms and Conditions of Kitchen Hire 2021 **and information on Catering and Recycling**

If using our Kitchens or bringing in food for an event:

1. You must nominate one person to act as team leader taking overall responsibility for your event.
2. The team leader must come in and check out the facilities or liaise with staff well before the event.
3. Your team leader will be shown where everything is in the kitchen and how to properly use the equipment you will be using.
4. You must tell us the size of the event, numbers of people catered for and what you intend to make or serve.
5. You are welcome to use all pots, pans, equipment, crockery and cutlery etc as long as these are all washed, clean and put away at the end of your event.

If you are a small group (up to 10 people) using the kitchen:

1. you must separate and clear all food waste into the food waste bins provided.
2. You must separate all other materials– card, paper, foil etc into our recycling bins which are clearly marked. We have additional clear recycling bags if needed. We cannot accept black plastic bags.

If you are a large group using the kitchen or just bringing in catered food :

you must take all food waste and recyclable waste away with you.

We are unable to handle large amounts of waste from groups using the building.

Cleaning:

1. All tables and surfaces used must be cleaned down before leaving and floors left clean. Cleaning materials, vacuum, dustpan and brush and mops are provided.
2. Any additional cleaning that is needed by staff will be added as a charge to your invoice.
3. Any breakages must be reported and may be charged for.