

## **Terms and conditions for use of the Goose Green Centre Kitchen**

These terms and conditions apply to all who use the kitchen including one-off hires, regular hirers (the 'Hirer') and when it is used for Church Activities (the 'Activity Lead').

Signing a Hall Hire agreement that includes hire of the kitchen amounts to agreement to these terms and conditions. These should be read and understood in conjunction with the Hall Hire terms and conditions.

- Those using the kitchen should undertake to comply with all relevant food, health and hygiene legislation and associated regulations.
- Where food is being prepared for commercial purposes or organised events, at least one individual with a basic hygiene certificate should be present to oversee the preparation and cooking of food.
- It is the responsibility of the Hirer to ensure that they have adequate public liability insurance cover. Church Activity Leads should ensure their activity is appropriately covered under the Church insurance policy.
- The Hirer or Activity Lead must ensure that all people using the kitchen facilities during their booking are familiar with food safety and fire prevention procedures and are aware of fire evacuation procedures.
- A First Aid kit is available in the kitchen should it be required, and all accidents or injuries must be recorded in the accident book.
- No persons under the age of 18 years may hire or use the kitchen facilities. Children must be supervised by an adult at all times.
- The Hirer or Activity Lead must ensure that all food and drinks are prepared and stored in a clean and hygienic manner and that all food that needs to be chilled is done so correctly.
- All food must have all relevant information available to comply with the current Food Allergen Legislation.
- Any electrical equipment brought into the Goose Green Centre kitchen by the Hirer or Activity Lead must be PAT tested and comply with all legal requirements. Copies of certificates must be available upon request.
- At no time is food to be kept or stored in the kitchen other than for the duration of the specific event, unless by prior arrangement.
- Where there are specific arrangements for longer-term storage of food, this should be stored in the agreed location. If this includes use of fridge storage, perishable items should be labelled with an open-on date and disposed of as appropriate for the shelf-life of the product. Unlabelled foods will be disposed of.
- Do not use food and other items in cupboards labelled for groups other than the Hirer / Church Activity.
- No food waste or oil should be poured into the sink. Used oil should be decanted into a suitable container and appropriately disposed of by the Hirer / Activity Lead. Food waste must be removed from crockery and utensils before rinsing them in the sink and the correct sink plug/waster cover used to prevent waste going down the plug hole.
- All food waste must be cleared from the kitchen after each event.

- If food waste is collected separately, it should be disposed of in the correct waste bag and the contents of the bin emptied into one of the brown bins on the premises grounds.
- If food waste is disposed of in the general waste, this bin bag should be taken from the kitchen at the end of the hire and disposed of in the council waste bin on the premises grounds.
- If the hirer or activity lead discovers damaged or broken equipment, this should be reported to the caretaker, parish administrator or a churchwarden.
- Any equipment/crockery etc that is damaged or broken during the Hirer's booking must be reported and may be subject to a repair or replacement fee.
- All food, equipment and property belonging to the Hirer / Activity Lead must be removed from the premises at the end of the hire period.
- The Hirer / Activity Lead must ensure that any crockery and cutlery used is clean, dry and put away in the appropriate kitchen units.
- The Hirer / Activity Lead must ensure that the cooker and fridge are thoroughly cleaned and the dishwasher is clean and drained at the end of the booking.
- At the end of the booking the Hirer / Activity Lead is responsible to ensure that all lights, extractor fans, the urn and cooking equipment are turned off (including the gas supply to the oven). If the roof windows were opened, these should be closed.
- The Hirer / Activity Lead is responsible for ensuring the kitchen and associated spaces are left clean and tidy to the required food safety standards and ready for the next user. If additional cleaning is required, the PCC reserves the right to levy a cleaning fee up to £150.

### Checklist for those using the kitchen

#### **Before leaving, have you:**

Removed all items of food from the kitchen (unless you have an arrangement for storage)?	
If you have an arrangement to use the fridge, checked you labelled food that is stored there, discarded out of date items and cleaned any spillages?	
Disposed of cooking oil / fat using an appropriate receptacle or bag (and placed in the general waste bin outside)?	
Emptied the food waste bin in the outdoor brown bin or the large bin if used to dispose of food waste?	
Cleaned, dried and put away all crockery, cutlery and cooking items in the appropriate kitchen units?	
Cleaned the cooker/oven and turned the gas turned off?	
Emptied the dishwasher and drained it to turn it off?	
Left all surfaces clean and tidy to the required food safety standards and ready for the next user?	
Cleaned the floor if there were any spillages?	
Removed any equipment brought into the kitchen?	
Reported any broken or damaged equipment?	
Turned off the urn and the lights?	

Thank you for helping to keep our kitchen hygienic for everyone who uses it.