

Requirements relating to the Hire of Catering Facilities to External Parties who will provide their own Food

Catering at the Education Village has an excellent reputation of providing high quality refreshment services. To protect this reputation everything possible must be undertaken by a hirer of the facilities. The following criteria will need to be met prior to any catering facilities in the Education Village being hired.

- 1) The Kitchen will be available for hire. This contains the following equipment which will be available for use
 - a. 2 x ovens
 - b. 2 x steamers
 - c. 1 x dishwasher
 - d. Cooker tops
 - e. Mixer
 - f. Trolleys
 - g. Various stainless steel work benches
 - h. Hand wash sink with anti-bactericidal soap
 - i. Utensils

This equipment will be provided in a clean condition as will the floor, walls and ceiling.

Please consider your kitchen use when entering the times you require the facility. It will not be possible to enter the kitchen premises prior to then.

The kitchen and all equipment used is to be left in the same condition as it was found at the end of the function i.e. scrupulously clean, **failure to do so will result in additional charges**. The kitchen cannot be left in an untidy state and food etc may not be left in fridges overnight.

- 2) Cleaning equipment i.e. cloths, detergents, mops, brushes, refuse sacks etc. will NOT be available to you for your use. Please ensure you provide adequate equipment for your booking.
- 3) It will be expected that anyone present in the kitchen will be appropriately dressed complete with headwear to comply with Food Hygiene Regulations 1995.
- 4) **Anyone present in the kitchen will also be required to satisfactorily complete a health questionnaire prior to using the facilities. These will be issued on the day.**
- 5) A member of the facilities catering team (Cook) will be present to assist with lighting of and use of equipment.
- 6) The Cook will monitor and record the temperature of foods as they enter the kitchen and will have the authority to dispose of food if it food exceeds critical temperatures when it enters the building. **Access to foods must be given and assistance may be required to undertake this.**

- 7) The Cook will monitor and record temperatures once food has been re-heated prior to service to ensure that critical temperatures are reached.
- 8) The Cook will not be present to cook the food or clean and tidy the kitchen at the end of the evening. The Cook will however ensure the correct standards of cleanliness are achieved. **If a satisfactory standard is not achieved, additional charges may be levied.**
- 9) Food which is to be re-heated in the oven should be in containers no more than 10cm high, to ensure thorough re-heating.
- 10) It is expected that any equipment or food brought into the Education Village will be of the highest standard and will have been prepared in ideal conditions to comply with The Food Hygiene Regulations 1995.
- 11) **You MUST provide details of your due diligence defence in writing. This will include the following details**
 - a. **Where the food was produced**
 - b. **Who has produced the food? Details of Food Hygiene training of staff should also be included.**
 - c. **When the food was produced with records of critical temperatures achieved**
 - d. **How the food was transported including temperature and time records**

No raw food will be prepared on site.

- 12) Access will be available through the Main entrance. The Kitchen is on the ground floor behind the reception. **Please note the function hall is approximately 75m from the kitchen**, you must take into consideration the distance when arranging the transportation of equipment and food.