



# BOURNE HALL

External caterers  
Agreement

Bourne Hall will not allow kitchen access to a caterer until a signed copy of this agreement has been received prior to the event.

Caterers wishing to use the kitchen facilities at Bourne Hall are required to provide the following documentation:

- Current Public Liability Insurance
- Food Hygiene rating certificate from the food's standard agency (minimum 4 star)
- Details of the local council to whom the business is registered
- Hygiene certificates for all staff
- Risk assessment for the event
- Signed copy of this agreement

Upon receipt of the documentation listed above (including this signed agreement), the request to use the kitchen will be considered by the Venue Manager for approval.

Access to the kitchen will be at the same time the hirer has booked the function room. i.e. if the hirer has booked a room from 6pm, then 6pm is the earliest time you can access the kitchen/function room to start cooking and/or decorating. If you need additional time, you will need to liaise with the hirer, who will need extend the period of hire with us, at their cost.

On the day of the function, when you arrive, please report to reception. You will be signed in and shown to the kitchen. The **kitchen catering check list** will be gone through with you before you gain access to the kitchen and this will need to be signed off at the end of your event. Please make sure that you see a member of the Bourne Hall Events Team before leaving

The kitchen must be vacated by the end of the room hire time. i.e. if the hirer has hired the function room/kitchen until 11pm, 11pm is the time you must vacate the building, making sure the kitchen has been cleaned and all rubbish cleared by this time.

There is access to the kitchen directly from the car park, staff on site can guide you. We can provide 2 parking passes for the caterer, and car park spaces are not reserved. If you need more than two parking passes you will need to pay. The car park is pay and display (the machines take money, card and you can also pay via the Ringo App).

Before you arrive, the kitchen will be cleared of all utensils (i.e. knives, spoons, chopping boards, etc.) therefore you will need to provide your own equipment.

The following appliances are available for use:

- 1 Microwave
- 1 Electric Rational oven
- 1 Electric basic oven
- 2 Gas ovens
- 6 burner gas hobs
- 2 Hot light benches/cupboards
- 1 fully functional dishwasher (any soiled crockery will need to be rinsed before placing in dishwasher, if not the food debris will clog the dishwasher)

We do have running hot water, supplied from a large hot water tank. You will need to be careful with your use of hot water, as once the hot water tank has run out, you will need to wait up to 45 minutes for the tank to refill again.

Please note:

- Any equipment, food or drink brought onto the venue must be removed by the end of the function.
- Bourne Hall does not take responsibility for any goods/equipment hired by the caterer at the Venue.
- During the function, the caterer is responsible for ensuring health and safety is adhered to.
- Any food & drink spillages in the hired room must be dealt with immediately.
- Fire escape routes must not be blocked.
- Bourne Hall has an alcohol licence and entertainment licence until 12:00pm which must be strictly adhered to.
- The caterer must ensure that the kitchen is thoroughly cleaned before leaving, you are required to provide you own cleaning materials.

Before leaving the kitchen, we expect the following to be done:

- Floor swept and mopped
- Work benches cleaned & sanitised
- Stove tops cleaned
- Ovens cleaned (if used)
- Microwave cleaned outside and inside (if used)
- Gas appliances and oven units switched off
- Extraction unit must be turned off
- All rubbish must be bagged and disposed of appropriately. Bourne Hall has large bins to the right as you exit the kitchen to the car park. In addition to general waste, we have recycling for paper, card and glass.

I have read and agree to the conditions of the hire

Signed \_\_\_\_\_

Full name \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_