

## Catering Kitchen Hire Agreement

The kitchen is available to hire in addition to hiring other spaces at the farm. This document should be read and understood therefore within the context of the other documents that pertain to farm hire.

Hirers of the Catering Kitchen are required to enter into an agreement with Heartwood CIC. Hirers are bound by the following terms and conditions and should read them carefully.

The period of hire starts and finishes at the times agreed on the Booking Confirmation Form. If you have not used the kitchen before we ask that you factor in an additional half hour at a time agreed with us to have a kitchen tour / induction. Our Safer Food Better Business Pack can also be found in the kitchen which details how to use the kitchen safely. An online version is also available on request.

The kitchen must be thoroughly cleaned and vacated by the booking end time.

You must dispose of all rubbish in the appropriate bins:

- Raw vegetable and fruit waste should be placed in the green food caddy provided (please ensure that no other matter goes into this caddy as it is added to our compost system).
- All recycling should be clean, dry and placed in the blue bin provided.
- All landfill and cooked food waste should be bagged in binbags and placed in the green wheelie bin.
- The blue canisters should be used to collect waste water and emptied down the drain outside of the dairy.
- No cooking oil is to be tipped down the drains in the kitchen. It should be bottled and removed from the site.
- No food or food waste must be left out overnight either within or outside of the kitchen.

Please remove all leftover food, equipment and packaging after your session.

You must sweep and mop the floors. Brooms, mops, buckets, dustpans, etc. are kept in the kitchen for this purpose.

You must turn off all lighting and electrical equipment at the end of the hire period.

It is imperative that the entire kitchen is left clean, tidy and with all equipment and utensils put away at the end of the hire period. If the Farmhouse is also hired, please ensure that equipment and utensils are returned to the correct building.

The kitchen cleaning checklist should be ticked off and signed, and the kitchen left as you found it.

You may be required to pay any additional cleaning or repair costs that may be necessary if the kitchen is not left in an acceptable working order at the end of the hire period.

**Use of the Premises (lawful use)**

You shall not use the kitchen for any purpose other than that described in your agreement for hire and you shall not sub-hire or allow the kitchen to be used in any unlawful way or for any unlawful purpose. You shall not do or fail to do anything that may endanger Heartwood CIC or the persons within it or render invalid any insurance policies.

**Limitation of Liability**

Heartwood CIC will not accept liability for any loss (including any loss of revenue) or injury sustained by you or your guests unless and only if it is attributable to Heartwood CIC's (or their authorised representatives') gross negligence.

**Storage**

Any equipment or food stored at Heartwood CIC will be by individual negotiation and is stored at the hirer's own risk. Heartwood CIC, its directors, volunteers and employees shall not be responsible for any loss or damage to anything stored on the Premises by a hirer.

**Statutory & Regulatory Requirements**

You shall comply with all laws and any conditions, regulations or codes of practice made in respect of Heartwood CIC by the Fire Authority, Local Authority, Local Magistrates' Court or otherwise.

**Loss and damage**

By agreeing to hire the kitchen you have agreed that any damage incurred by yourself or those attending your event, or loss of property will be your responsibility. You need to report any damage occurring without delay. Additional charges may be imposed for any damage to the premises or equipment.

You will compensate Heartwood CIC for the cost of repair of any damage (however slight and whether malicious or accidental) done to any part of kitchen and any loss suffered by Heartwood CIC as a consequence of your activities as a hirer or the activities of anyone you are responsible for as the hirer or anyone that you allow access to the premises.

**Animals**

We regret that pets (including companion animals and guide dogs) are not permitted in the kitchen.

**Smoking**

Smoking is not permitted in the kitchen.

**Fire Safety**

You must read and comply with the fire notices posted within the building.

You should familiarise yourself with the fire alarm points, the location of extinguishers and the available escape routes.

You must not obstruct any doors or escape routes, damage any fire safety equipment, cause any dangerous accumulations of combustible materials to occur, or do anything likely to cause a fire risk.

You should follow all audible emergency alarms and you should not tamper with any device or system designed for use in an emergency.

You should inform all your participants of these procedures and take responsibility for the safe entry/exit of all participants in an emergency.

In the event of a fire, your primary responsibility is to ensure the rapid and safe evacuation of the members of your group in the building.

### **Health and Safety**

You must use kitchen equipment to their standard configuration.

You must comply with health and safety legislation and ensure that you have adequate insurance cover to cover your activity in respect of liability to any persons, or loss or damage to property, including personal injury and death of third parties (including employees and volunteers) and damage to the building or to the property of others.

We cannot be responsible for any injury to persons, or loss or damage to property during the hirer's use of the premises. We are not responsible for any personal property placed in or left in the Kitchen.

You have full responsibility for the behaviour, actions and consequences of such behaviour and actions of all persons involved in the use of the kitchen during the booking period. You are responsible for ensuring proper supervision of entry to/exit from the building during your event and being mindful of the safety of people coming into the building and their security.

If you need to use your own electrical or battery-operated cooking/heating equipment in the kitchen, please make sure it is PAT tested.

### **Food Hygiene**

You must ensure that the session leader holds a Food Hygiene Certificate at the appropriate level. Your booking will not be confirmed until you have provided Heartwood CIC with copies of your Food Hygiene Certificate(s). If you are hiring in a caterer you must provide copies of their Food Hygiene Certificate(s) and registration as a Food Business with their local authority.

Food containing nuts or other known allergens must be clearly labelled.

You must comply with the Food Hygiene (England) Regulations 2006 and the relevant Food Safety Act Codes of Practice and ensure that all people preparing food are aware of their food handling and food hygiene responsibilities.

You must carry out your own risk assessment for your activity.

### **Accidents**

All accidents or near-accidents must be recorded in the Accident Book. This is kept in the Farmhouse.

The first-aid box is in the kitchen. You must notify Heartwood CIC if you use any supplies so that we can re-stock.