

# Friargate Quaker Meeting House

## Organisation details and Room Booking Form

<b>Group Name:</b>		<b>For Office use Booking Ref:</b>
<b>Registered Address:</b>		
<b>Website address:</b>		
<b>Aims &amp; Description of group:</b>  (please attach constitution or Mem & Arts if applicable)		
<b>Company and/or Charity registration number:</b>		
<b>Main contact Name:</b>		
<b>Main contact Phone Number:</b>		
<b>Main contact email:</b>		
<b>Contact name &amp; mobile phone number on the day</b>		
<b>Invoices should be sent to:</b> (name & email or postal address)		
<b>Purchase Order Number or reference (if applicable):</b>		
<b>Purpose of meeting:</b>		
<b>Date(s):</b>		
<b>Times:</b> (please use 24hr clock)		
<b>Room/s:</b> (if known)		
<b>Wording for foyer notice board (no more than 4 words please)</b>		
<b>Drinks/Catering required:</b>	Hot Drinks/Biscuits/Buffer / No (we will contact you for details) <b>(Please delete if <u>not</u> required)</b>	
<b>Equipment required:</b>	Data Projector / Laptop / Flip chart paper & pens PA (sound system) / Piano (Meeting Room only) <b>(Please delete if <u>not</u> required)</b>	
<b>I have read and agree to the Terms &amp; Conditions:</b>	Yes / No	
<b>I heard about the Quaker Meeting House from:</b>		

# Shared use of the Kitchen at Friargate Quaker Meeting House

If you have hired the kitchen you are responsible for leaving it as you found it - please note you do not have exclusive use and may be sharing it with another group or groups, as well as Friargate QMH staff.

To ensure that all groups hiring our kitchen operate hygienically and safely the following practices should be implemented:

1. A maximum of 3 members of your group and only those preparing food and drinks will have access at any one time
2. No children under 12, without adult supervision, are allowed in the kitchen
3. If you or any helper have had a cold, sickness, diarrhoea, or anything else that could cause infection to others through food, you/they must either get a Doctor's clearance before working in the kitchen, or if you/they have not seen a Doctor, you/they should have been well for at least two days before working in the kitchen.
4. No outdoor clothing to be worn whilst preparing food and drinks. No bags etc. to be placed on work surfaces.
5. Wash your/their hands, in the handwashing sink, before handling food.
6. All surfaces to be washed / wiped clean before and after use.
7. If you/they start a new task (after washing up, clearing tables, emptying rubbish, handling money) wash your hands again before handling food.
8. When cutting food, always use the chopping boards provided.
9. A clean apron must be worn before preparing and when serving food. This is to protect the food from contact with clothing, not vice-versa.
10. You are responsible for the freshness and hygienic quality of any foods served.
11. A waterproof coloured plaster, preferably blue, (available in the first aid box, or ask Friargate duty-staff), must be worn to cover any cut or open sore. This will be easily distinguishable should it come off into food.
12. Perishable food must be stored in the refrigerator when not in use (see 13.)
13. We recommend labelling your food & drinks as we cannot accept responsibility if another building user mistakenly uses your supplies. No food to be left in the kitchen after the hire. Any food discovered will be destroyed.
14. Each time you use the kitchen a member of staff will go through the procedures for washing up and use of the steriliser – please note that this is not a dishwasher, all crockery and cutlery must be washed thoroughly and then put through the steriliser, before being put away. Cups are often put away dirty – please be careful.
15. You must make sure that anyone using the kitchen is suitably qualified or experienced in Health and Safety procedures.
16. All accidents must be reported to a member of Friargate staff who will record it in the Accident Book.
17. You will leave the kitchen as you would hope to find it – all washing up done, the steriliser emptied and everything put away where you found it.
18. If setting up a drinks station / food in rooms please follow the same guidelines as above.

**If you have not booked use of the kitchen you will not have access.**

**Signed:**..... **Date:**..... **Booking ref:** .....

**Position:**..... **Organisation:** .....