



Kitchen Usage Agreement

Name of Applicant/Organization:	
Contact name:	Phone
Email:	
Start Time:	Finish Time:
For office use only	
Notes:	

All persons using the kitchen are subject to the following terms and conditions:

All persons working in the kitchen **MUST** wear closed shoes and non-flammable clothing. Our function manager is authorized to refuse entry to anyone not properly dressed.

All kitchen equipment, including pots, pans, bowls, and utensils must always remain in the building.

Any equipment checked out that is not accounted for will be billed at cost plus a \$15 admin fee. The kitchen being left in an unclean state will result in the loss of your deposit. Please make appropriate arrangements for the removal of leftover food.

The caterer or person in charge of the kitchen shall be responsible for the actions of all other persons working in the kitchen including adhering to the clothing and safety rules. Please ensure that all persons are informed of restrictions and rules before the day of the event.

The caterer or person in charge of the kitchen will be required to attend a short orientation session with our Function Manager, to review operations of the kitchen equipment as well as the location and use of all safety components including the fire extinguisher and first aid kit. This orientation must take place prior to any use of the kitchen.

Any missing equipment is the responsibility of the caterer, in signing this agreement. In the case of family or friends providing the meal service, shall be the responsibility of the hall hirer who shall sign this agreement. The hall hirer shall be responsible for appointing a “kitchen boss” to oversee activities in the kitchen.

I have read and understand my responsibilities under the kitchen use agreement

Signature of Caterer

Date

(Please print name)

Kitchen Review

Check – Check the fridge before you leave, remove all your supplies

CLEAN - Please clean stove, ovens, counters, sinks & anything else you use. Last one out of the kitchen please ensure ovens are off. Users are responsible to take out all garbage, compost & recycling.

DISHWASHER - Make sure you turn off, drain and clean out the dishwasher - last one out of the kitchen should always check this.

EQUIPMENT - We require all equipment to be booked in advance. We will have it checked out for you and ready for your use. Any equipment not requested in advance may not be available. All reserved equipment will go through a check out and check in procedure. Anything not accounted for will be billed to the user at replacement cost plus and administration fee.

IN CASE OF FIRE - Know where the fire extinguisher is and how it works. Staff are available for review of safety procedures.

KITCHEN POLICY - It is mandatory that all events serving food must have a least one person have a Foodsafe Certificate.

REPORT - Please report breakages and anything that is not working properly to our function manager

Sinks – DO Not put coffee grounds down the drains.

SUPPLIES - Garbage bags, soaps, & cleaners are provided

Before leaving our facility, please sign off on each closing task for completion. For a full deposit, refund, please ensure everything on this list has been completed.

Mandatory Closing Tasks	Sign For Completion
Empty and turn off the dishwasher	
Leave clean dishes out for inspection	
Clean dishwasher	
Clean the stoves and ovens	
Make sure stoves and ovens are all off	
Turn down the hood fan if used	
Garbage(s) and recycling are taken out to rubbish bins	
Wipe down the counters and prep area used	
Tea towels and rags are all back in the bin to be cleaned	
Leave this check list with the towel bin for review	

Signature _____(Required for deposit return)

Thank you in advance for helping us keep our kitchen clean and ready for the next user.