



St. Ambrose Church

Leyland

Halls4All

Hirers' Agreement for Part/Full Use of the Kitchen

It is understood by the Halls4All Halls booking Officer that the hirer wishes to make use of the kitchen facilities during the period of hire. The kitchen was extended and completely re-fitted to a very high standard in July 2016. The equipment and facilities meet exacting health and safety standards set by South Ribble Borough Council (SRBC). It has been fully checked and certified as meeting the standard level \_\_\_\_\_

Those wishing to make use of the kitchen **MUST** to read and sign this agreement, acknowledging the responsibility for safe use of the equipment and the hirer's responsibility for all equipment, including removable items, listed on the attached inventory.

Failure to meet the terms of the agreement in any way (ie. Damage, loss of items) will result in additional charges being made.

Hirer's name: \_\_\_\_\_ Phone contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Hire date: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Intention to use kitchen facilities at Level 1 (tea/coffee) Level 2 (cold buffet, cakes, sandwiches) Level 3 (hot food preparation and service): (Please provide basic information about food preparation/service)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the hirer (or other user) hold a current Food Hygiene Certificate? (Yes/No) Certificate number & date \_\_\_\_\_ (Please provide a copy for our records.)

Provide own crockery/glassware/cutlery: (Yes/No) \_\_\_\_\_

If Halls4All crockery etc is to be used please state number to be catered and requirements (see attached inventory for available crockery etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ALL USERS MUST COMPLETE THE KITCHEN LOG BOOK**

Signed  
(hirer): \_\_\_\_\_

(Halls Booking Officer) \_\_\_\_\_

Date: \_\_\_\_\_

Copy to: Halls Booking Officer/hirer/Office