

336 Community Kitchen Terms and Conditions of use

Definitions:

Community Kitchen

Healthy Living Platform (HLP) = the Community Kitchen Managers

Community Kitchen Coordinator

Finance and Operations and Administrator

Lambeth Accord – the landlord of the building 336 Brixton Road, SW9 7AA

Please read carefully before completing and submitting the booking form.

The Community Kitchen is intended to be used for catering and as a teaching/training space.

The following conditions apply to the hire of the Community Kitchen:

Prerequisites to using the Community Kitchen:

Anyone wishing to book the Community Kitchen must satisfy the following conditions:

- Proof that at least one member of staff/volunteer, who will be on site during the hire period, has up to date (ie. no more than 3 years old) Level 2 Food Safety in Catering.

- Proof that their food operation is registered with the council in which they normally operate. Food law requires the registration of any food operation by a business or a charity if there is any form of organisation and regularity to the operation (ie more than an ad-hoc arrangement or a one off event). Proof can be either via a formal letter or email from the relevant council's Food Safety Team, or a copy of a previous food hygiene inspection report or a screen shot of the food operation's status on the

national Food Hygiene Rating website [Search for ratings | Food Standards Agency](#)

- Proof of Public Liability insurance to cover any claim in relation to:
 - Accidental bodily injury or death to a member of the public, and
 - Accidental damage/loss to third-party property

Bookings and confirmation: once the online booking form is submitted **and** the above pre-requisite criteria are confirmed, we will respond to your enquiry within 48 hours. The hirer must only use the kitchen for the purposes stated in the booking form.

Payment: To secure your booking, payment will need to be made in advance. This will need to be the £100 deposit and full amount relating to the hire. An invoice will be emailed on completion of the online booking form. Full payment is required at least 15 days before the date of the booking or immediately if the booking falls within this period. Any additional charges (e.g. for extended hours, additional cleaning costs, damages, etc) will be invoiced for payment after the event or the security deposit, or part thereof retained.

Deposit: The deposit will be refunded a week after the booking takes place on completion of a satisfactory standard of cleaning and left- condition of equipment.

Access times: Set up and pack down of the space needs to be within the time booked. Any bookings that require access to, and use of, the facility outside of these times must be agreed prior to booking confirmation with HLP and may incur additional charges.

Kitchen Induction: The hirer must attend a kitchen induction before using the kitchen. They will be shown around the kitchen, cleaning procedures and the fire evacuation procedure.

The hirer agrees to inform the police and Community Kitchen Coordinator immediately if he/she finds that the facility has been broken into. Breaches of security, including entering unauthorised areas, admitting, or allowing the entry of unauthorised persons may result in cancellation of all future bookings and no refund will be made.

Cancellations or changes: Once we have received and accepted your booking, the following fees for changes or cancellations will apply:

Cancellations of at least 12 days in advance - a refund minus 20% administration charge for all dates held. Cancellation of 11 days or less no refund will be given.

Changes of date. The Community Kitchen Coordinator will do all they can to accommodate any changes in booking date, but short notice changes are subject to an administration fee of £20. All changes are subject to availability. Only one change of date per booking is permitted from your original booked date.

HLP reserves the right to cancel the booking without notice in the event of the kitchen booked being rendered unfit or unavailable for use as a consequence of unforeseen circumstances or circumstances beyond the control of HLP. In such an event the client will be entitled to a refund.

Equipment: The hirer must ensure that they follow instructions for operation of equipment in the Community Kitchen. If the hirer discovers damaged or broken equipment prior to the commencement of their hire period, it must immediately be reported to Community Kitchen Coordinator. Any equipment that is damaged or broken during the hire period due to acts or omissions by the hirer/their volunteer/staff/guest, will be subject to a repair or replacement fee as determined by the Community Kitchen Coordinator. Should the amount exceed the security deposit provided the additional cost will be invoiced on completion of the repair.

All equipment brought into the kitchen by the hirer must be CE marked (conform to European Safety Standards), and any portable electrical equipment must be PAT tested. HLP reserves the right to refuse the use of equipment brought in by the hirer if they believe it to be unsafe. Any equipment brought in must not block any fire exits. HLP and Lambeth Accord do not accept any liability for loss or damage to items brought in by the hirer or their volunteer/staff/guest.

All equipment and property belonging to the hirer must be removed from the Community Kitchen at the end of the booked period. If hirer has a sequential booking, the storage of any equipment or food product may be arranged subject to the approval of the Community Kitchen Coordinator and at an additional fee. You accept that any Property stored at the kitchen (only with the permission of HLP staff) is stored at your sole risk & expense.

Food Safety Requirements: The hirer must comply with the relevant food safety requirements and must ensure that all people utilising the Community Kitchen during their booked time are familiar with food safety procedures and are suitably instructed and supervised by a trained food handler. The hirer must use either their own food

safety documentation (such as Safer Food Better Business produced by the Food Standards Agency) or they can familiarise with the HLP HACCP on site. This however is based on not cooking meat or fish, so you will need to provide evidence of your own systems around this.

If using the kitchen to prepare or to cook meat, fish or eggs ensure that the correct food hygiene steps are taken to prevent cross contamination within the space. Please additionally ensure that surfaces are wiped down and disinfected and correct boards and utensils are used.

No food handlers must enter the kitchens if they have suffered from sickness or diarrhoea within the past 48 hours.

General Access: Hirers must be always considerate of neighbouring spaces and any other hirers. Disruptive behaviour, illegal activity or excessive noise will result in immediate termination of the hired session and cancellation of future bookings.

The hirer is not permitted to assign or sublet the kitchen to a third party.

Cleaning: Cleaning products will be provided (food safe detergents, sanitisers and cleaning clothes). The hirer will be responsible for bringing their own tea towels, aprons, hair covers and paper roll. The hirer must leave the kitchen in the same standard as it was found. A cleaning schedule will be given to them at the start of the hire period which you will be asked to sign at the the end before leaving. Sufficient time for cleaning must be factored into the booking period – this includes all work surfaces, floor area and equipment/utensils used. If upon inspection, HLP believe that additional cleaning is required, a cleaning fee of £20 per hour will be charged at a minimum of 2 hours. The hirer is responsible for ensuring that all equipment and utensils are cleaned and sanitised thoroughly and placed back into/onto the designated areas at the end of their booked period, and that all aspects of the cleaning checklist are completed in full.

If required you can pay for a professional cleaner service to come in at the end of your session. This is charged at £15 an hour with a minimum fee of £30 charged.

Damages: The hirer remains responsible for any loss or damages caused by their, or any of their staffs' /volunteers' /guests' acts or omissions. The cost of the damages will be charged to the hirer on a final invoice.

Liability: HLP and Lambeth Accord do not accept any liability for personal injury or death due to the acts or omissions by the hirer/their volunteer/staff/guest.

HLP and Lambeth Accord do not accept any liability for food/drink prepared and stored by the hirer at the community kitchen.

Notification of Incidents, Damage, Injury or Emergencies: The hirer must familiarise themselves with building Evacuation Procedure as outlined in the Community Kitchen Information Folder. The hirer must familiarise themselves with the positioning of fire exits and firefighting equipment which are clearly marked and ensure that fire exits are always kept clear. The hirer must ensure that all people utilising the Community Kitchen during their booked time are familiar with the evacuation process.

Any incidents resulting in injuries to people attending the hire period, damage to the facility or use any firefighting equipment must be reported to the Community Kitchen Coordinator immediately.

Any floor spillages must be dealt with immediately to reduce the risk of slips.

Sustainability: HLP strongly advocates the use of organic, local and seasonal produce and encourages all users to support sustainable food production. Hirers are requested to consider water, energy and resource use when using the kitchen.

Waste Management: As part of HLP's environmental and sustainability policy, obligations, recycling is mandatory. We ask all hirers to be conscious of their waste and recycle accordingly. The hirer must ensure that all recyclable paper, cardboard, tins and glass are placed in allocated recycling bins. Please ensure that any food jars and tins are washed first. General waste must be placed in the allocated general waste bin. At the end of the session all bins must be emptied into the external bins provided and that internal bins are cleaned.

No perishable food should be left in the fridges or anywhere in the venue (unless already agreed by HLP staff).