**Reminder list for catering / large party at the garden**

Cake knife/ bread knife / knife as needed

Things to serve food with as needed

Bread board / chopping board / cake board as needed

Serving bowls as needed

Aprons / tea towels / hand towels / sponges / cloth wipes for surfaces / washing up / washing down

Washing up liquid / surface cleaner

Table clothes as needed

Rubbish bags / recycling bags / compost bags – note we have no rubbish collect – you need to take everything away with you.

Kitchen roll

Paper plates / cups for cold drinks etc if you choose to use these

Price list / chalk for writing on the board

Float if you are asking for donations or fundraising.

We have a small electric urn or a large gas one depending on how much water you need to heat up. If you are running a big event please use the gas urn. Please use the pump action thermos flasks to store water (there are three). Please check urns are off after use. Please make sure the urn area is tapped off / watched if there are children around. Keep Out tape in the electrical cupboard – left hand side of the kitchen (code 4321)

There are fold up tables in the kitchen area and the cabin. They need table clothes on them if you are using them for food.

There is sanitising hand gel in the kitchen (on the wall by the sink) and in the loo.

OVENS

If you are planning to use the pizza oven or the bread oven please check the following: do you know how to use them? Check online and use the resources section of the website. The bread oven is a specialist piece of equipment and needs specialist knowledge. The pizza oven is more straightforward. You need fuel – logs and kindling. Newspaper and matches. You need to ask the co-coordinator to arrange to have the pizza paddle and other bits our of the shed and ready for you.

CHECK: There should be loo roll in the loo. If it has run out there is normally more in the shed. If you are expecting many people to your event you might think about putting a bin / rubbish bag in the loo for sanitary items, nappies etc. You do need to take this away after use.

PLEASE VISIT THE GARDEN BEFORE YOU USE IT! ASK FOR AN INDUCTION IF YOU ARE NOT SURE WHERE THINGS ARE.

If you are running a workshop or event or having a large party have you done a risk assessment? There is an example on our website in the resources section.

Please make things better! Clean and tidy up after you have used the kitchen and garden.

Enjoy and let us know if there are ways we can improve things for next time.

2017.

ENDS