

LAUND HILL COMMUNITY CLUB

UPSTAIRS KITCHEN USAGE POLICY

Terms and conditions of use for all hirers, members, caterers and volunteers

Document title	Upstairs Kitchen Usage Policy
Version	1.0
Issued by	Laund Hill Community Club Committee
Date last updated	24 July 2026
Next review date	July 2027
Applies to	All members, hirers, external caterers, volunteers and their guests

1. GENERAL PROVISIONS

- 1.1 This Kitchen Usage Policy ("this Policy") applies to all individuals and groups using the upstairs kitchen facilities at Laund Hill Community Club ("the Kitchen").
- 1.2 By booking or using the Kitchen, users agree to comply with all terms set out in this Policy.
- 1.3 The Club's General Manager, or another designated Club representative, has final authority regarding the interpretation and enforcement of this Policy.

2. BOOKING AND ACCESS

- 2.1 The Kitchen must be booked in advance through the Club's General Manager.
- 2.2 Access to the Kitchen will only be granted to those who have completed the booking process and paid any required deposit.
- 2.3 The Kitchen must only be used during the pre-booked time slot.

3. HEALTH AND SAFETY

- 3.1 All users must comply with current food safety and hygiene regulations.
- 3.2 Wherever possible, at least one person holding a valid Food Hygiene Certificate must be present when the Kitchen is being used to prepare food for public consumption.
- 3.3 Users must report any accident or injury to Club management immediately and record it in the accident book.
- 3.4 First aid and burns kit supplies are located on the shelf in the upstairs kitchen.
- 3.5 Fire extinguishers and fire blankets are located in the upstairs kitchen.

- 3.6 Fire exits must be kept clear at all times.
- 3.7 Children under 16 are not permitted in the Kitchen unless directly supervised by an adult.

4. FOOD PREPARATION AND STORAGE

- 4.1 All food preparation surfaces must be cleaned and sanitised before and after use.
- 4.2 Raw and cooked foods must be kept separate during both storage and preparation.
- 4.3 All food brought into the Kitchen must be clearly labelled with the date of preparation and, where it is to be served to the public, full allergen information.
- 4.4 No food is to be left in the refrigerator or freezer after the booking period has ended.
- 4.5 The Kitchen must not be used for long-term food preparation or for commercial purposes without the specific written agreement of the Club Committee.

5. EQUIPMENT USE

- 5.1 Users may only operate equipment they have been authorised to use and with which they have demonstrated competency.
- 5.2 All equipment must be used in accordance with the manufacturer's instructions.
- 5.3 Any faulty or damaged equipment must be reported immediately to the Club's General Manager.
- 5.4 Club equipment and utensils must not be removed from the Kitchen without prior permission.

6. CLEANING AND WASTE DISPOSAL

- 6.1 Users must leave the Kitchen in a clean and tidy condition, ready for the next user.
- 6.2 All surfaces, appliances, sinks and floors must be cleaned after use.
- 6.3 All dishes, utensils, pots and pans must be washed, dried and returned to their proper storage locations.
- 6.4 Users are responsible for removing all waste from the Kitchen. Recycling must be separated in accordance with the Club's recycling system.
- 6.5 Waste bins must be emptied and fresh bin liners fitted.
- 6.6 Cleaning materials are provided and are located under the sinks.

7. CATERERS

- 7.1 External caterers must provide evidence of appropriate insurance and food hygiene certification before using the Kitchen.
- 7.2 Approved Club caterers have priority access to the Kitchen facilities and are exempt from the additional deposit requirement.
- 7.3 The Club maintains a list of approved caterers who are familiar with its facilities and policies.

- 7.4 Non-approved caterers are required to pay a deposit of £250, refundable upon satisfactory cleaning and adherence to this Policy.

8. PROHIBITED ACTIVITIES

- 8.1 Smoking is strictly prohibited in the Kitchen and throughout all Club buildings.
- 8.2 Alcohol must not be consumed in the Kitchen.
- 8.3 Deep fat frying is not permitted without specific prior approval.
- 8.4 The storage of flammable materials in the Kitchen is prohibited.
- 8.5 No equipment or fixtures may be modified, removed or installed without written permission.

9. LIABILITY AND DAMAGE

- 9.1 Users are financially responsible for any damage to the Kitchen facilities, equipment or fixtures.
- 9.2 The Club accepts no responsibility for any loss of, theft of, or damage to users' personal belongings or equipment.
- 9.3 Users must hold appropriate liability insurance where the Kitchen is used in connection with public events.
- 9.4 Any damage must be reported to the General Manager or another Club representative immediately.

10. COMPLIANCE AND PENALTIES

- 10.1 Failure to comply with this Policy may result in any one or more of the following:
- forfeiture of the deposit;
 - additional cleaning or repair charges;
 - refusal of future bookings; and
 - immediate termination of Kitchen use.
- 10.2 The Club Committee reserves the right to amend this Policy at any time. The current version will be displayed in the Kitchen and is available on request.

11. CONTACT INFORMATION

Enquiries and bookings should be directed to the Club's General Manager:

General Manager:

Telephone:

Email:

12. ACKNOWLEDGEMENT

By using the Laund Hill Community Club Kitchen facilities, I acknowledge that I have read, understood and agree to abide by all the terms set out in this Kitchen Usage Policy.

Name: _____

Organisation / group: _____

Booking date(s): _____

Signature: _____ Date: _____