



Room Hire Terms and Conditions (updated July 2020 v2)

Thank you very much for hiring Central Street Cookery School (CSCS). We are very pleased that you have chosen to use our facilities. The revenue made from private events and parties enables us to provide with low cost cookery activities for those who live in our community.

The following are some points to take into account when booking our cookery school, please read them carefully so that we can proceed with the booking.

1. What you get:

- 1.1 A fully functioning and fully equipped, clean kitchen and scullery that you can use for the number of hours agreed.
- 1.2 A member of staff who will be working with you as an assistant, kitchen porter or front of house as agreed in advance. One member of staff is enough for a group of up to 14 people; you can hire extra help if necessary.
- 1.3 By returning a booking form you agree to these Terms & Conditions.
- 1.4 A 4 hour booking allows enough time for you to set up, deliver, eat and clear the space of your belongings, equipment and guests –you clear the space and leave the cleaning to us! However some people require extra time at the beginning or at the end of their session. If this is your case, you are welcome to hire the school for longer at our normal hire rates.

2. What we expect:

- 2.1 That you will make reasonable use of the kitchen to teach a class or to film and photograph food.
- 2.2 That you will be using the kitchen for an agreed number of hours and if you use it for longer then you agree to pay for the extra additional time.
- 2.3 That you will not be making a product that you will be selling later on, unless previously agreed.
- 2.4 That you will not be using the kitchen for outside catering purposes, unless previously agreed.
- 2.5 That you will leave the kitchen as you found it, clean and fully equipped. Any damage to equipment or any expense that we will have to incur in cleaning will be deducted from your deposit.
- 2.6 That you as a responsible provider of a service, carry a valid full liability insurance certificate and that you have a valid food hygiene certificate. Knowledge on first aid is also welcomed but not essential.
- 2.7 That you, as a responsible provider of a service, comply with the new regulations on allergen information. For more information click here: <https://www.food.gov.uk/science/allergy-intolerance/label/labelling-changes>
- 2.8 That you have read, understood and adhere to our safety codes as described below and therefore you are fully responsible for any accident that might happen in the kitchen.
- 2.9 That any accidents will be reported to reception and if a serious accident happens, you will be responsible for calling an ambulance.
- 2.10 If you sell or give products during your hire, this is done at your own risk and completely independent from Central Street Cookery School and St Luke's Parochial Trust.

3. Alcohol and Music

- 3.1 Alcohol can be consumed in the kitchen with our prior permission, however we are in a residential area and we don't permit people drinking in excess. Alcohol must not be sold to your clientele unless agreed in advance with us.

3.2 It is dangerous to drink and cook, so we strongly recommend that people drink only after they have finished cooking. Any accidents that might happen as a result of drinking while cooking are your responsibility.

3.3 It is allowed to play music in the premises until 11pm, however we are in a residential area and we don't accept very loud levels of music in our premises.

3.4 In accordance with health and safety regulations there are restrictions on the number of people using the cookery school with a maximum of 24 people using the school as a hands-on class and 35 people as part of a cookery demonstration at any one time.

4. Health and Safety

4.1 Our fire exits are located by the double doors at the opposite end of the school. In case of a fire alarm going off, please follow the evacuation signs. The fire assembly point is Patton Street, which is the side street when turning left out of the main building and next to the football pitches. Our cookery school assistants know of the fire exit route.

4.2 Long hair must be tied up.

4.3 Protect your toes by wearing covered shoes and avoid wearing high heels.

4.4 Always close cupboard doors after use.

4.5 Turn saucepan handles away from the edge of the cooker to prevent knocking them off.

4.6 Do not pick up hot dishes or baking trays with a damp cloth since water conducts heat.

4.7 We ask clients not to use live flame or smoke machines or use any other chemicals or equipment that risks activate the fire alarm.

4.8 If a pan catches fire, smother with a damp cloth or a lid which fits. Do not carry a flaming pan around and do not throw water onto a fat fire. When 'flaming' a dish with alcohol always have a lid handy to douse the flames if they become too high.

4.9 Wipe any spillages off the floor immediately to avoid slippages.

4.10 Keep all paper away from the gas flames to avoid the risk of fire.

4.11 Use wooden spoons to stir saucepans.

4.12 Always wear an apron made of cotton, do not wear synthetic clothing as this can catch fire.

4.13 If you get cut or burnt, please advise your teacher immediately.

4.14 In case of fire, follow the fire exit procedures explained at the beginning of the class.

5. Knives

5.1 When Chopping, Slicing, Dicing or Peeling:

5.2 Keep your fingertips out of harm's way by curling your fingers under on the hand that's holding what you are cutting. This puts your knuckles, not your fingers, nearest to the knife.

5.3 Angle the blade away from you when slicing or peeling so the knife will not cut you if it slips.

5.4 DON'T talk with others while using a knife. When interrupted, stop cutting and place the knife down on a secure surface. DON'T try to cut while distracted.

5.5 In case of a cut refer to the premises first aider (Manager / Head Chef) immediately.

WAYS TO MINIMISE THE RISK

5.6 Use wet blue paper or wet cloth under the chopping board to stabilise. It will stop the chopping board from moving.

5.7 Use knives suitable for the task and for the food you are cutting.

5.8 Keep knives sharp.

5.9 Cut on stable surfaces.

5.10 Handle knives carefully when washing up.

5.11 Carry a knife with the blade pointing downwards.

5.12 Place the knife that you are handing to someone, down on a clean surface, and let the other person pick it up.

5.13 Clean the knife immediately after use or place it in a dishwasher or a container labelled "for knives only".

5.14 Store knives securely after use.

5.15 If washing knives by hand always wipe from the spine to the blade.

PLEASE DON'T

- 5.16 DON'T leave knives loose on worktop surfaces where they can be accidentally pushed off.
- 5.17 DON'T try to catch a falling knife, let it fall.
- 5.18 DON'T use a knife as a can opener or as a substitute for other objects.
- 5.19 DON'T carry knives while carrying other objects.
- 5.20 DON'T play with knives as you will be putting yourself and co-workers in risk by doing so.
- 5.21 DON'T carry knife in your pocket.
- 5.22 DON'T touch the knife blade.
- 5.23 AVOID scrapping food off a chopping board with the sharp edge of a knife – you will dull it. Use the back of the blade instead.

SHARPENING

- 5.24 When a knife needs sharpening, get a sharpening stone (where available) or have a professional sharpen it for you.
- 5.25 ONLY experienced and trained employees are allowed to sharpen knives. DON'T carry the job if you are unsure of how it's done.

6. Items left at the School

6.1 If for any reason you forget to take with you any items of equipment that belong to you, we will be grateful for you to come and collect as soon as possible. We give 24 hours grace, if items are not collected within this period, the school is allowed to dispose of them. Please note that we cannot be made responsible for any items left forgotten in our school.

7. Securing a booking

7.1 In order to secure an event at the school, it is necessary for the client to fill in and return a booking form to the school management team, who will confirm this booking by acknowledgment of receipt. Once a booking is secure this is subject to the terms and conditions stipulated in this document which includes our cancellation policy. We will then send an invoice that requires to be settled in full one month prior to the event.

7.2 St Luke's Centre and Central Street Cookery School reserve the right to decline a booking if in our opinion it is going to cause disruption to other users and our neighbours (e.g. through noise, excessive waste or energy use, offensive smells, cultural insensitivity, and likelihood to cause damage) or is outside the spirit of St Luke's Community Centre's aims, i.e. not for use as a production kitchen or outside catering.

8. Deposit for damages

8.1 Once we have received your booking, we need some form of security for any potential damages to the school. This means that we will need to take credit card details prior to the event. In order to comply with data protection we are unable to take credit card details via e-mail. This means that once your booking is secured, we will call you to take your credit card details and we will keep these secure and will only use if there is any significant damage done to our school or equipment.

8.2 The venue (cookery school and St Luke's community Centre) will also charge the client for any other costs occurred for the venue or other parties by the client, for example, call out charges from the fire brigade or security call outs etc.

9. Payment

9.1 You can pay by BACS to St Luke's Trading Ltd. Our details: Account name: St Luke's Trading Ltd. HSBC Bank. Account number: 21647210. Sort Code: 40-02-17. Remember to add the booking reference number included in the booking form below. Our VAT number is 202 3072 71. We expect to receive payment in full by the day of the event

10. Change of dates and cancellation fees for Central Street Cookery School

10.1 We recognise that these are difficult times and that people who book rooms will be nervous about changes to government policy or other changes that could impact on the booking. For this reason we have changed our cancellation terms to be as flexible as possible and to give our clients

peace of mind to book with us for cookery school room hire (but also for regular room hire, catering, DDR and audio visuals to):

10.2 For cancellations eight days or more before your booking, St Luke's will return 100% of any money paid. This means you only have to decide the week before if you are planning to go ahead with your booking and at this point you will get a full refund of all money paid. Or we can move you to another date free of charge.

10.3 For cancellations seven days or fewer prior to the booking, St Luke's will take 100% of the room booking fee.

11. Corporate Social Responsibility (CSR)

11.1 Our school is part of St Luke's Community Centre and Trust which is a registered charity. Income from space hire and surpluses from private bookings goes towards enabling us to provide low cost cookery classes and events to our local community in EC1; in particular to those who are most socially and financially vulnerable.

11.2 If you want to highlight that you support our initiative in your promotional materials, you will need to seek our permission beforehand.

11.3 Our cookery school is part of St Luke's community Centre which is buzzing with activity. There are instances when there are other activities taking place in the building and this means that there might be some level of noise in other parts of the centre. This does not normally cause any problems but if you have any queries in this regard, please get in touch.

I confirm that I agree to the terms and conditions of hire described above. St Luke's may ask you to sign these T&Cs as additional confirmation that you have understood your legal obligations

Employee/ Guest signature:

Employee/ Guest name (print):

Date (Day/Month/Year): / /

Please note that failure to follow the correct procedures may result in serious injuries.