**ALBOURNE PARISH COUNCIL**

***Management Custodian Trustees of Albourne Village Hall***

***Registered Charity No. 273399***

**Terms and Conditions of Hire**

The hall is available for hire at the discretion of the Management Custodian Trustees.

A booking form must be completed and sent with a deposit of £25 to the bookings secretary to secure a hire. The deposit will be refunded after the event, provided the hall is left in a satisfactory condition.

The hirer is responsible for the behaviour of those using the hall. As the building is adjacent to residential property, all activities must be confined to the hall. If music is played, sound levels must be kept to a reasonable level, and terminate by 11.30pm.

Guests must leave the hall and adjacent car park area by midnight, with the minimum of noise.

If hirers wish to serve alcoholic drinks in exchange for payment they must advise the booking secretary at the time of booking and ensure they obtain the appropriate licence from Mid Sussex District Council.

If the hirer is serving any food in Albourne Village Hall they must confirm they have read and understood the attached “Albourne Village Hall Food Handling And Hygiene Guidelines”

All hire charges must be paid not less than six weeks prior to the date of the event.

Payment by cheque to be made payable to “Albourne Village Hall”

In the event of cancellation, part or all of the charges may be returnable at the discretion of the Management Committee.

Details of the current hire charges are available on the website: [www.albourneparishcouncil.co.uk](http://www.albourneparishcouncil.co.uk/) and go to the Village Hall page or via the Bookings Secretary on 07513 453679. Booking form is located at the top left hand side of the page as a downloadable document. Alternatively you can contact the booking secretary for a copy on 07513 453679 or email at albournehall@gmail.com.

Cleaning materials and equipment, including a vacuum cleaner, mop, bucket, long handled brushes, dustpan and brush, may be found in the store cupboard.

The hirer should note the positions of the fire extinguishers and fire exit doors, which must not be obstructed at any time.

The hirer to ensure that all gas heaters are turned down and lights switched off, before departure.

The hirer must report to the booking secretary, when returning the key or within 24 hours, any damage or breakages which occurred during the hire period. Any costs that exceed the deposit must be reimbursed by the hirer.

The hirer is responsible for removing all rubbish from the site.



A no smoking policy applies throughout the Village Hall building.

**The keys may be obtained by prior appointment with the booking secretary:**

**ALBOURNE VILLAGE HALL - BOOKING FORM**

**Boxes marked with a \* require information in order to secure your booking**

 \*Period of Hire:

\*Date Hall required: Time

 From: To:

\*Reason for hire:

\*Name of hirer:

Postcode:

\*Address:

\*Email:

\*Tel No:

|  |  |
| --- | --- |
|  |  |
| \*I do not intend to sell alcoholic drinks at Albourne Village Hall during this hire period. | Please initial to confirm. |
| \*I do intend to sell alcoholic drinks at Albourne Village Hall during this hire period and have obtained the necessary licence from Mid Sussex District Council and enclose a copy of this. | Please initial to confirm. |
| \*I have read and understood the guidelines “ARE YOU SERVING FOOD IN ALBOURNE VILLAGE HALL”.  | Please initial to confirm. |

\*I accept the terms and Conditions of Hire for Albourne Village Hall as stated to me.

\*I enclose my deposit of £25.00 and agree to pay the full booking charge by 6 weeks prior to event. ***Cheques payable to Albourne Village Hall*** Deposit £25. 00

 Hire Fee £

\*(Signed ………..............................….…date….………………

 **TOTAL PAYMENT DUE £\_\_\_\_\_\_\_**

**PLEASE RETURN FORM TO**: ***Albourne Parish Council Village Hall Committee and send to Albourne Village Hall Bookings Clerk, Gretta Gate, Henfield Road, Albourne, BN6 9DE Tel: 07513 453679.***

**Albourne Village Hall**

Food handling And Hygiene Guidelines

This policy has been produced to provide essential and helpful guidelines for people wishing to serve food in the village hall.

# When hiring the hall –

## Visit the venue and consider the facilities that are available to ensure that they meet your needs.

-Is the kitchen big enough?

- Is there enough space to separate raw and cooked foods?

- Are the cooking facilities adequate?

- Is there enough fridge space?

- Will there be enough hot water for keeping the kitchen, equipment and utensils clean?

- There are NO chopping boards to prepare raw and cooked foods.

## Check list for equipment and resources you may need to bring

-Washing up liquid/sanitiser/disinfectant/hand soap

- Paper towels

- Rubbish bags

- Bags/boxes for recycling waste

- Tea towels/dish cloths

- hand towels for washing

## You may need to bring extra equipment e.g.

* Knives
* Servers
* Bowls etc
* Coloured chopping boards for raw and cooked food as these are not provided.

## Plan Properly

* Transport food quickly and hygienically in clean containers
* Keep perishable foods at safe temperatures, including during transportation
* If foods have to be cooked this must be done as quickly as possible

## On Arrival

* Check that the equipment is working properly (the fridge temperature should be 3°C
* If you have any cuts or broken skin ensure the affected areas are covered with blue plaster
* Tie long hair back
* Wear clean clothing and cover with an apron
* Clean surfaces before unpacking and preparing food
* Wash hands regularly with hot soapy water, especially after handling raw foods or going to the toilet
* Minimise direct handling or touching of foods – use tongs or other utensils wherever possible

# Hygiene

Good food hygiene is about controlling harmful bacteria, which can cause serious illness. The four main things to remember when producing food are

* **Cross contamination**
* **Cleaning**
* **Chilling**
* **Cooking**

## Cross Contamination

* Keep raw and ready to eat food apart at all times
* Red boards must be used for raw meat preparation
* Raw meat should be wrapped and kept at the bottom of the fridge
* Ensure regular hand washing
* Cover foods

## Cleaning

* Always clear and clean as you go
* Wipe surfaces with a sanitiser

## Chilling

* The ideal fridge temperature is between 3-5 c
* Chilled foods should be served quickly at a temperature of 8 c
* If you are chilling cooked food, try to store in the fridge as soon as possible

## Cooking

* If re-heating food, ensure it reaches a temperature of at least 82°C for 2 minutes
* If you are serving hot food, maintain a temperature of no less than 63°C

When planning your menu, think about high risk foods and where they can be stored. These include

* Cooked meat and poultry
* Cooked meat products such as gravy, stews and soups
* Milk, cream and most dairy products
* Products made from raw eggs
* Shell fish and sea foods
* Cooked rice

Always cover food to avoid cross contamination

Bacteria cannot be seen but can grow extremely fast. They can be introduced from

* People (eg poor personal hygiene)
* Raw to cooked foods
* Rubbish
* Pests
* The environment (eg work surfaces)
* Food storage

Bacteria need food, moisture, warmth and time to survive and can grow quickly. By removing these conditions you can stop them growing.

**Remember: never handle food if suffering from a stomach upset or skin infection.**