



TURNER CENTRE – KITCHEN CONDITIONS

COMMERCIAL KITCHEN HIRE:

For any catering that is to be prepared on site, the Turner Centre has a commercial kitchen that can be used. The cost to be passed onto the hirer is \$250+GST per full day or \$150+GST per half day. The Caterer must inform the Turner Centre that they will require the use of the kitchen and the charge will be added to the Hirer's invoice. The Centre has the discretion to waive this charge in certain situations.

Caterers must provide their Registration certificate with the Far North District Council before the event.

On using the kitchen the caterer agrees to the following

HEALTH & SAFETY & COMPLIANCE:

Prior to the event, the Caterer must provide TC with the following compliance documentation:

- H&S Plan
- Food Control Plan
- Public Liability Insurance Certificate
- Caterer receives induction and sign induction form
- Any Electrical Equipment must be tagged and tested

CROCKERY, CUTLERY & GLASSES:

The kitchen has limited space and facilities that include the following items; table crockery, cutlery, mugs and glasses. These items can be used if cleaned and put away afterwards and a rental will be charged. The Caterer is responsible for all cleaning of cutlery and crockery.

EXTRACTION FANS:

The extraction fans should be used whenever food is being prepared, the switch for this is located in the corridor by the goods lift and fire exit. Should it be required there are additional extractor fans in the Event Centre Room A and B.

COMMERCIAL DISHWASHER:

The centre has a commercial dishwasher (usage instructions can be located on the door of the dishwasher) which is available for use by the caterer. All plates should be rinsed prior to being washed and any food scraps must be discarded. Dishwasher must be drained, cleaned and switched off after use.



CLEANING

It is the Caterer's responsibility to leave the kitchen in a clean state with all rubbish and food scraps removed from the building.

The caterer will also be responsible for the return of all equipment to its original locations.

Ensure that plastic liners are used in rubbish bins and all rubbish is removed from the building at the end of hire. Any rubbish left will be subject to charges for disposal prices subject to the size of rubbish left.

Oil must be removed off site after use in the kitchen.

Clean up of either disposable packaging, platter trays and wastage is the responsibility of the Caterer. This can be organised through the TC if requested, but this cost must be covered by the Caterer and built into quotes accordingly.

GAS SUPPLY:

Gas is to be supplied by external 45kg LPG bottles. The hire of this supply must be organised by the Caterer and gas cage must be locked for the duration of the job. All gas should be switched off at the wall near the hand washing basin when not required.

ALCOHOL:

Any alcohol consumed on the centre's premises must have been purchased from the New World Theatre Bar. Under no circumstances can alcohol be brought and/or consumed on site from any external source as part of our Liquor Licence. No exceptions will be made.

SMOKING:

Smoking is NOT PERMITTED in the building at any time, the closest smoking area is on the footpath on Cobham Road.

FIRE SAFETY:

Every caterer is required to be familiar with the evacuation procedures for the premises in case of fire. In the event of fire, follow all Turner Centre team instructions, and/or call the Fire Brigade by dialling 111 and evacuating the building.

The Turner Centre is fitted with smoke detectors and these will be triggered if there is excessive smoke and will lead to the building having to be evacuated.

There is a Wet Chemical Extinguisher located in the kitchen for putting out oil or fat fuelled fires.

Caterers are liable for a call out fee to cover costs relating to the resetting of the fire system if the fire services are called out in response to a smoke detector being triggered in the kitchen due to excessive smoke.



EMERGENCY EVACUATION - IMPORTANT

The conditions of the kitchen Hire Agreement requires the Caterer or their nominee to assume all responsibilities for the safety of the occupants of the premises during the period of Hire. This included the following;

- Means of escape from the building are kept free from obstacles
- Exit doors are not obstructed
- Entrances are not used for storage

In the event of a fire alarm sounding, the Caterer will:

- Turn off gas if applicable.
- Turn off all hazardous appliances (Deep Fryers, Toasters, Ovens etc)
- Proceed to the Assembly Area at the front carpark and await the Fire Brigade.
- Conduct or arrange to conduct a head count to ensure all members of the party are safe.
- Inform the Fire Warden at the front of the building that the kitchen is clear, or of any other relevant information.

MISCELLANEOUS:

- Cutlery and Plates: may be used by the caterer/hirer at the following prices - to be charged by the caterer:
 - Plates - \$1.00
 - Cups - \$ 0.50
 - Cutlery - \$0.50 per item
 - Glasses - \$0.80 per glass
- Utensils: The caterer must supply their own utensils
- The provision of napkins are responsibility of the caterer
- Bin bags to be provided by the Caterer
- Salt & Pepper shakers to be provided by the caterer (TC does not own any)
- Cleaning equipment will be provided by the Turner Centre