



TAVISTOCK TOWN COUNCIL

TOWN HALL CONDITIONS OF USE FOR CATERERS

These conditions should be given to any caterer independently hired to supply refreshment at functions within the Town Hall. The caterer should read, sign and return to the Town Hall Manager or the Duty Officer.

1. Caterers should ensure that all relevant insurances are held and are available for inspection before or during the event.
2. Caterers are able to be on site during times agreed between the event hirer and Town Hall Management only.
3. Caterers should use kitchen equipment as guided or consult with Town Hall staff if in any doubt.
4. Numbers of Town Hall crockery and cutlery required for the event should be listed below whenever possible.
5. Caterers should supply serving dishes, serving utensils and caterers banquet roll themselves (unless covered/provided by the hirer of the hall).
6. The kitchen should be left in clean and tidy manner with all items used returned to their homes. The floor and surfaces cleaned with products provided. Any extra cleaning costs incurred will be charged to the hirer.
7. The cost of replacement or repair to kitchen equipment damaged due to misuse shall be charged to the hirer.
8. Catering management should take time to make themselves and their staff fully aware of all emergency aids available to them. ***Please see plan on reverse.***
9. For any agreed in-house Town Hall events, the caterer/hirer must provide the management two months' notice, in writing, if they choose to cancel or resign from providing their services.

Your privacy is important to Tavistock Town Council which is subject to the General Data Protection Regulation. To view a copy of the Council's Privacy Notice and related information visit the 'Council Rules Policies & Procedures' section of the [Tavistock Town Council website](#) or telephone 01822

The signing of these Conditions is in acceptance and agreement of compliance in their entirety:

Date of Event:

Signed:

Date:

Name:

Contact Details:

Quantity of Crockery and Cutlery Required:

PLAN OF KITCHEN EMERGENCY AIDS

