

# **The Church in Great Notley**

## **KITCHEN USER GUIDE**

**We are pleased to share our kitchen with you, and it contains the following equipment available for your use:**

120 cups and saucers  
50 mugs  
Cutlery for 50 settings (various sets)  
108 each of large plates, small plates and bowls.  
24 each of small, plastic mugs, plates and bowls (suitable for children)  
2 kettles  
large fridge & small freezer (please pre-request).  
Saucepans, colander, baking trays

**We can also offer the following special equipment, for which you will need to follow instructions provided (except for the toaster):**

2 electric ovens  
2 sets of induction hobs  
Commercial dishwasher  
Hot water dispenser  
Microwave  
Toaster

**We need to advise you of some rules and regulations that you must observe for Health and Safety reasons:**

**1 – Children under the age of 14 are not permitted in the kitchen.**

2 –PLEASE ensure that you have confirmed your use of our kitchen when you booked your hire. You cannot use the kitchen otherwise.

3 –PLEASE ensure that you leave all surfaces and the floor in the same clean condition as you found them. Cleaning materials for your use are in the cupboard under the sink. We use the red bucket & red-topped mop for the kitchen floor *only*. These are located in the cupboard in the rear entrance hall (leading from the car park).

4 –PLEASE ensure that you take away all your rubbish in bags that you have provided yourself. Please do not leave any rubbish in our black or green wheelie bins, or leave any in the bins in the kitchen or halls.

5 –PLEASE let us know of any breakages (crochery, equipment, etc) by notifying the person who attends to lock up, who will enter the details in a Log Book. We will ask you to cover the cost of replacement at a rate of £1 per mug and 50p per glass. Other items to be assessed and advised as necessary.

6 - PLEASE ensure that the hatch is down and closed once you have finished.