



**Agreement for Use  
ST LAZARUS KITCHEN**

Name of Hirer \_\_\_\_\_

Organisation \_\_\_\_\_

Room Required: ST LAZARUS KITCHEN

Event: \_\_\_\_\_ Date(s):: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Full Kitchen use in St Lazarus Building.** Please tick (✓) booking period / usage below:

Usage	1 – 5 hrs	5 – 8 hrs	8 – 12 hrs
Casual Rate	\$75	\$105	\$130
Regular: Light	\$40	\$60	\$70
Regular: Standard	\$50	\$75	\$95
Regular: Heavy	\$65	\$95	\$115

**Waikato District Council MPI review of food control plans & site visits: \$20**  
(And \$20 per additional hour for Regular Users.)

Intensive Hire Rates	1 – 3 hrs	Additional hrs per hour	Full day (12 hrs)
Casual	\$100	\$25	\$250
Regular	\$75	\$20	\$200

**All charges are GST inclusive.**

**Usage description:**

**Light:** up to 2 dishwasher cycles and cooker (hob or oven) NOT used.

**Standard:** up to 6 dishwasher cycles and use of EITHER hob OR oven for up to 2 hours within the 5 hour period.

**Heavy:** multiple dishwasher cycles and use of EITHER hob OR oven OR both for more than 2 hours within the 5 hour period.

**Intensive:** an established business in full production.

**Regular User:** x1 of more regular bookings per month on an ongoing basis. All other users will be charged at the Casual Rate.

**Hire of cupboard space if available (regular hires only) \$10 per month**

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**Hire for additional Appliance Power and/or Floor space rate for regular hires only**

To be arranged by prior approval with RCAC. Please fill in and tick (✓) below:

Appliance	Model/Make	Rate per Kwh*	Floor space/m <sub>2</sub> Required**	Total
Fridge				
Freezer				
Other commercial appliance				
Pantry/Rack	n/a	n/a		

\*RCAC Committee to determine monthly rate based on information provided.

\*\* Floor space rates - \$20 up to 0.8m<sup>2</sup> or \$40 up to 1.6m<sup>2</sup> per month

**Hire for Kitchen AND Wet Arts Studio together** (NB: required for catered events).

Please tick (✓) booking period / usage below:

Kitchen & Arts Studio	1 – 5 hrs	5 – 8 hrs	8 – 12 hrs	24 hrs	48 hrs
Regular	\$80	\$105	\$130	\$180	\$270
Casual	\$90	\$120	\$150	\$192	\$288

**Policy for Booking Cancellations or Changes:**

Cancellation has to be 7 days in advance to avoid hire charges being applied.

Changes to bookings incur a \$10 admin fee.

Above charges all based on self-cleaning, as per our standard Terms and Conditions below. If cleaning is required a charge of \$50 applies.

Additional fridge/ freezer accommodation and power usage will be determined on an individual basis.

Alarm callout: if an alarm callout is caused a \$50 charge will apply (as per our standard T&C below).

Please note that the kitchen facility and its equipment is a community facility run by the Raglan Community Arts Council as an incubator for local enterprises and to extend the options for room hires here at the Old School Arts Centre. While we endeavour to ensure that everything is in good working order, we are unlikely to be able to arrange for immediate repairs for any broken, damaged or faulty equipment (eg: oven, fridges, and dishwasher). **All technical faults** need to be reported to the office as soon as possible, so we can arrange for trade people to be booked. However, if equipment cannot be repaired immediately it would be wise for all kitchen users to have an emergency back-up plan to allow them to complete their catering plans. The Raglan Community Arts Council will not be liable for any loss of stock or produce due to equipment failure.

**Please remember** we are a volunteer, not-for-profit organisation, with the office open weekdays Mon–Fri 10am – 2pm.

- half day - Mornings** are considered to be between the hours of 7am – 12pm (5 hrs)
- half day - Afternoons** between the hours of 12pm – 5pm (5 hrs)
- half day - Evenings** between the hours of 5pm – 10.30pm (5.5 hrs)
- part day:** between the hours of 7am – 3pm / 9am – 4pm (7.5 hrs)
- full day:** between the hours of 7am – 5pm (9.5 hrs)

**No hire can take place between the hours of 10.30pm -7am unless by prior arrangement and approval by**

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# Raglan Community Arts Council

## RCAC/Management.

**Welcome to the Old School Arts Centre! We hope you enjoy your time here.  
Please help us to take care of this valuable community resource!**

### Terms and conditions of hire

- The hirer agrees to act in the best interests of the Raglan Community Arts Council and the Old School Arts Centre and any other users at all times during the period of the hire.
- Payment is required at time of booking or prior to use.
- **The venue is to be left ready for use** which includes putting back all furniture and equipment in each room (as per the Hire Inventory), vacuuming, mopping where necessary, wiping clean all surfaces used, cleaning the bathrooms, removing all garbage and recycling, both inside and out. **You may nominate to have the venue cleaned for you at an additional charge of \$50 if required (NB: this does NOT cover the putting back of furniture/equipment or cleaning dishes, glasses etc).** If you have chosen the self-clean option and it is deemed by the centre supervisor that the venue needs further cleaning following your event, you will be charged a **\$50** fee for additional cleaning.
- A **special license** is required if **alcoholic beverages** are to be **sold** at any function. If you require a special license it may be obtained from the Waikato District Council Licensing authority. This license must be displayed in the venue at the time of the event and **must** be sighted by the venue supervisor prior to the date of the function.
- It is the responsibility of the hirer to obtain a special license and comply with the requirements of the license.
- The kitchen facilities are available for catering use. The hirer is responsible for the supply of all catering requirements and the removal of all foodstuffs and catering equipment after the function. **This includes ensuring there are no food scraps left in the building** and that the stove (including the oven) and the refrigerator are clean. All dishes should be washed (the dishwasher must be empty or in cycle when you leave the building).
- The Raglan Old School Arts Centre will retain on hold all unclaimed/unidentified money for 90 days; thereafter any unclaimed/unidentified money will be banked as a donation to the Raglan Old School Arts Centre.
- If you are using the venue over several days you may apply to the Raglan Community Arts Council to store any materials you require. The storage of materials must be approved in advance.
- Penalty of \$50 is payable if the Arts Council is called out, out of hours, for open windows, lights left on, or inappropriate alarm call-outs.
- Users in the Creative Space, the St Lazarus Kitchen and the St Lazarus Art Studio all share the one WC bathroom facility which is located in the St Lazarus Art Studio. If this is likely to be an issue for your room hire, please let us know in advance and we can discuss alternative arrangements.

*The Raglan Community Arts Council who operate the Old School Arts Centre, Stewart St, Raglan, take all care with hirers and exhibitor's property however we are in no way responsible for it. Your equipment or artworks are not covered by insurance for loss or damage while they are in the building. We strongly recommend that you insure any property or equipment with your own insurance company or broker. Thank you.*

### Payment options:

- direct credit to Kiwibank: 38 9018 0232468 00 (please include your name, reference or invoice no.)
- cash or Eftpos payable at the Old School Arts Centre during opening hours

Payment Received \$ \_\_\_\_\_ Date \_\_\_\_\_

Signature\*\* \_\_\_\_\_ Date \_\_\_\_\_

**\*\* In signing this document, the hirer has agreed to the requirements set out in the Conditions of Use Agreement**

## The Lazarus Kitchen is used for commercial food preparation by people and businesses working under specific Food Control Plans

**As a minimum, food handlers using the St Lazarus kitchen must observe the following basic personal hygiene and food safety rules**

- Wash hands before starting work and after every break, using the toilet, when hands are dirty or contaminated with raw foods such as meat or poultry.
- Food handlers to wear clean, light coloured protective clothing.
- Cover all cuts and burns on hands, arms and face with coloured waterproof dressings.
- Do not lick fingers when handling food, and keep fingernails short and clean; no false nails, nail varnish or other nail decoration.
- Food handlers must not sneeze or cough over food.
- Smoking is not permitted in the food preparation area.
- Minimum jewellery – a plain wedding band is acceptable.
- Tie hair back, preferably covered.
- No Bicycles, skateboards, or surfboards anywhere in the kitchen area.
- Food is not to be eaten in the food preparation area behind the counter.
- Food is to be rinsed off all items before being placed into the dishwasher.
- Bring own chopping boards.
- Bring own sanitised tea towels and dish cloths.
- No pets to be in the kitchen or linkway area whilst preparation of food is taking place.
- Report any sickness or injury in Health & Safety folder under basin.
- We cannot make assurances about allergens as this is a shared space. Ensure customers or consumers are aware of this.
- Any hygiene or Health and Safety concerns are to be reported to the office. Either note in the kitchen communication book + email or call into the office (open 10am – 2pm weekdays).

## Raglan Old School Arts Centre

### MPI food compliance, GENERAL CLEANING schedule for St Lazarus kitchen zone + OSAC front foyer

Items to be cleaned	Cleaning method	Cleaning frequency	Person responsible	Notes
Bench tops, food preparation equipment i.e. meat slicers, mixers, deep fryers, etc.	Wipe down with clean cloth soaked in warm water detergent solution followed with sanitizer	Throughout the day as required & at the end of each day	Hiree	
Food counters kitchen	Spray with general cleaner & wipe with a clean cloth to a sparkle	At the end of each day	Hiree	
Cook tops, sinks & wash hand basins	Wipe down with clean cloth soaked in warm water detergent solution followed with sanitizer	At the end of each day	Hiree	
Refrigeration/cool rooms/ freezers – doors & handles	Wipe down with clean cloth soaked in warm water detergent solution followed with sanitiser	At the end of each day	Hiree	
Walls	Use a clean cloth & warm water detergent solution. Use of a degreaser may also be necessary	At the end of each day – any areas where food has contacted walls.	Hiree	
Floors	Sweep clean (ensure food is covered to protect from dust). Mop with a hot water detergent solution	Sweep regularly as needed & mop at the end of each	Hiree	
Refrigeration/cool rooms/ freezers – doors & handles	Wipe down with clean cloth soaked in warm water detergent solution followed with sanitiser	Weekly	OSAC staff cleaner	
Toilet	Use of a suitable disinfectant in warm water with separate cloth/mop allocated for task	Weekly or more frequently as necessary	OSAC staff cleaner	Using red mop/bucket for WC floors
Internal kitchen rubbish bins	Use of a suitable disinfectant in warm water with separate cloth/mop allocated for task	Fortnightly or more frequently as necessary	OSAC staff cleaner	

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Floors	Deep clean floors with a hot water detergent solution	Fortnightly or more frequently as necessary	OSAC staff cleaner	
Refrigeration/cool rooms/ freezers – shelving/floor & door seals	Clean shelving & mop out with warm water detergent solution	Fortnightly or more frequently as necessary	OSAC staff cleaner	OSAC community fridge front foyer + OSAC main fridge Kitchen
Extraction hood & filters	Wash internal, external surfaces with warm water detergent solution or degreaser using a clean cloth or scrubbing brush	Fortnightly or more frequently as necessary	OSAC staff cleaner	
Under-bench shelving, cupboards, dry goods storage areas & drawers	Use a clean cloth & warm water detergent solution	Fortnightly or more frequently as necessary	OSAC staff cleaner	
Walls	Use a clean cloth & warm water detergent solution. Use of a degreaser may also be necessary	Monthly – wipe all wall areas	OSAC staff cleaner	
Floor mops replacement of	Floor mops x3 (green, blue and red) must be changed over with a new mop head	3 monthly or more frequently as necessary	OSAC staff cleaner	
Electrolux commercial dishwasher St Lazarus	De-scale commercial dishwasher and deep clean all areas	Monthly	OSAC staff cleaner	Max to create new roster section for MPI file folder
Ceiling & light fittings and general OSAC deep clean	Use of a clean cloth & warm water detergent solution. Use of a degreaser may also be necessary	12 monthly deep clean January	Max King to book commercial cleaner (WOW)	
Food display cabinet covers OSAC front foyer	Spray with general cleaner & wipe with a clean cloth to a sparkle	Fortnightly	Office staff Max King	
Dishcloths & tea towels	When soiled rinse & soak in sanitiser (or boil), then wash & dry prior to reuse	As necessary	Wendy Coxhead volunteer	

**Cleaning chemicals and detergents – for OSAC staff only**

- Concentrated cleanings chemicals are to be used according to manufacturer’s instructions & are stored with cleaning equipment in a separate compartment away from food in the designated cleaning cupboard located in the St Lazarus Art Studio.
- This cleaning storage cupboard must be locked at all times and is for the use of staff with appropriate cleaning training only

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- Chemicals should be clearly labelled & never be stored in food containers.
- Check when refilling 1L diluted cleaning bottles what the dosage is required and if the refilling from the large 5L bottle if it is a concentrated liquid which requires mixing with water
- When mixing chemical detergents, use safety glasses provided.

### **Cleaning location and supply of cleaning bottles**

- 1L diluted cleaning bottles are to be located under the St Lazarus kitchen sink bench, OSAC front foyer sink bench and St Lazarus cleaning cupboard room. There must be two separate 1L cleaning bottles 1x general cleaning product and 1x sanitiser available for room hiree to use for cleaning purposes
- As well as in the St Lazarus cleaning storage room located next to the bathroom in the Arts Studio room there must be there must be 1L general cleaning product and 1L bottle of sanitizer and 1L bottle of floor cleaner

### **General cleaning guidelines**

It is important to note that cleaning and sanitizing are two different cleaning regimes.

- Cleaning removes dirt and grease
- Sanitising kills harmful bugs on surfaces

### **Personal hygiene standards**

All staff should wash their hands with antibacterial liquid soap, warm water and dry hands with disposable paper towels

After using the toilet	After smoking (n/a ROSAC is a no smoking zone)	When dirty/soiled	After a break
After using a handkerchief	After handling raw meat	After coughing, or touching hair/face	Before handling food

Gloves are recommended to cover a wound, or to protect the user from chemicals

Staff/volunteer clothing must be clean and tidy	Long hair must be tied back or covered	Staff/volunteers should not wear rings or other jewellery that is likely to come in contact with food or could contaminate food
Staff/volunteers suffering from vomiting or diarrhoea should be not be involved in food preparation	Staff/volunteers should use tongs where handling ready-to-serve food	

### **Health and Safety rules and cleaning schedule read and understood:**

**Hiree to sign:** .....