

**CECIL ROSEN HALL HIRE BOOKING FORM  
FORM 'A' – CATERER RETURN**

This form is to be completed by the caterer and returned to Beit Shvidler Primary school at least 7 days prior to the date when the hire takes place. The Hirer is responsible for any loss, damage and expense incurred by Beit Shvidler Primary School ensuing out of any breach by the caterer of its obligations set out in this form.

<b>Name of Hirer:</b>	<b>Date of hire:</b>
<p><b>I (name of caterer), have inspected the kitchen and agree to leave it clean and tidy</b></p> <p><b>I will:</b></p> <ul style="list-style-type: none"> <li>· Clean the kitchen after use and leave it in a high standard of hygiene</li> <li>· Wash and sanitise all work surfaces</li> <li>· Wipe out and sanitise the fridge and freezer</li> <li>· Clean the counter tops and ovens</li> <li>· Leave the dishwashing area clean and tidy</li> <li>· Sweep all floors of debris and mop clean</li> <li>· Supply all my own cleaning materials</li> <li>· NOT use any of the school's utensils, chopping boards/plates/cutlery/crockery but will supply my own</li> </ul> <p><b>I confirm the electrical equipment I will bring into the kitchen has been PAT tested within the last year</b></p> <p><b>I confirm all equipment in the kitchen is in good working order</b></p> <p><b>I enclose the following documents:</b></p> <ul style="list-style-type: none"> <li>· Third party liability insurance</li> <li>· Copy of Kashrus licence</li> </ul>	
<p><b>Any other details (please include if you wish to use the Beis Hamedrash, at what time and what for):</b></p>          	

<b>Name of caterer:</b>	
<b>Signed (caterer):</b>	<b>Date:</b>
<b>Signed (Hirer):</b>	<b>Date:</b>