

CUMMINS THEATRE

BOOKING FORM

Section 3 – Kitchen

I/we have been orientated to the Kitchen area.

I/we know how to access and lock up the building appropriately

I/we know the location of the appropriate light switches, air conditioning, Hot water

I/we know the location of the the relevant cleaning products

Confirmation orientation signatures:

Name: _____

Signature: _____ Date of Orientation: _____

Cummins Theatre Manager: _____ Date of Orientation: _____

Kitchen

Do you have a community group or catering group for your event?

YES

NO

Name of the Caters: _____

Contact person's name: _____

Contact number: _____

Has the above Catered at the Cummins Theatre previously?

YES

NO

Date of Cummins Theatre orientation: _____

Confirmation orientation signatures:

Caterer Contact's Name: _____ Date: _____

Cummins Theatre Manager: _____ Date: _____

Please sign to acknowledge that you are aware and accept to following:

Any catering group operation from the Cummins Theatre Kitchen MUST be orientated to the area at least a week prior to the event. Prior orientation is only valid if it was performed by the current Cummins Theatre Venue Manager no more than a year before the hire date of the theatre event.

It is the hirer responsibility to ensure that all required ordination is arranged and completed by the relevant individuals prior to the event. Retribution for damage to property or individuals course due to lack of orientation is the responsibility of the hirer.

Signature: _____

Date: _____

Facilities

- Coolroom Bain Marie Urn Bins & liners
- Crockery Pots and pans Glassware Cutlery
- Oven (x2 Chef Ovens)
- Microwave (850w Approx dinner plate size)
- Commercial Glass Washer (automatic – simply put glasses in and press button)
- Commercial Pass-Through Dishwasher

Please sign to acknowledge that you are aware and accept to following:

The use of the the above kitchen items are included in the hire fees for the venue. Any equipment additional to the Theatre’s stock is the hires responsibility to source and pay for.

Kitchen items belonging to Cummins Theatre/Shire of Merredin are NOT to be removed from the facility for any reason.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____

The kitchen facilities, crockery and cutlery are to be left by the hirer in a clean state with all equipment in working order. All used equipment belonging to the Cummins Theatre is to be cleaned after use and return to the correct storage space.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____

Cleaning supplies are supplied by the venue. It is a condition of Hire that all food scraps are removed from the premises before the end of the hire period, and are not left in indoor bins overnight. External bins are available at the rear of the venue.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____

Hirer/Caterer is to provide their own tea-towels and tablecloths, and specialized cooking equipment. Hirer/Caterer is to ensure that all items brought in for the period of the Hire (such as tea-towels, tablecloths, dishes or serving implements, food and drinks etc) are removed at the end of the Hire period. Any food and drink items or equipment still in the venue for more then 24 after the conclusion of the event will disposed of at a fee of \$60 per hour deducted from the Bond.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____

All breakages are to be recorded on the breakage report below and handed to the Theatre Manager.

Hire Signature: _____ Date: _____

Caterer Signature: _____ Date: _____



BREAKAGE REPORT

DATE: _____

SHOW: _____

HIRING GROUP: _____

ITEM(S) DAMAGED: _____

COMMENTS: _____

NAME: _____

SIGNATURE: _____