

FACILITIES SERVICES – CATERING**KITCHEN LET APPLICATION FORM**

To be completed by Applicant:			
Location / Kitchen:		Date of Let:	
Name of Applicant:		Times of Let:	
Invoice Address for Payment:			
Signature of Applicant:		Date:	
N.B. Liability Clause/Need for Facilities Services – Catering Employee			
SUPERVISION			
1. Facilities Services - Catering will be responsible for ensuring adequate supervision of the facilities for the entire duration of the let.			
2. The applicant will notify and seek authorisation from Facilities Services - Catering			
3. The applicant will be responsible for ensuring:			
a) the correct use of all kitchen equipment belonging to Facilities Services - Catering			
b) that such equipment is left in a clean and undamaged condition at the end of the period let			
To comply fully with the terms of current food Safety and Hygiene regulations, there will be no use of kitchens and their contents by any organisations or individuals other than Facilities Services - Catering staff, unless written consent is given by the Group. Requests for use of kitchens should be made in writing and sent to Facilities Services - Catering, Dumfries & Galloway Council, Cargen Tower, Garroch Business Park, Garroch Loaning, Dumfries, DG2 8PN			
1. It will be condition of the let that the applicant accepts full responsibility for the use of the facilities, its equipment and for any damage or injury as a result of the applicants actions or negligence during the period of let			
2. In the event of any damage or injury caused to the premises or equipment owned by Dumfries & Galloway Council the applicant will be responsible for ensuring immediate replacement and recovery of any costs from the lessee or third party			
3. In the event of any damage or injury caused to any facility equipment or materials owned by the Council from whatever cause the Contractor should immediately notify the Facilities Services - Catering in order that any necessary repairs or other remedial action can be taken. It will be the Council's responsibility to recover any cost from the lessee or third party as appropriate			
Price is exclusive of vat - £22.65 per hour. An additional charge may apply to evenings and weekends and a price should be requested for the duration of the let prior to booking.			
To be completed by Catering Manager / Dining Room Supervisor			
Catering staff: Employee's Name		Times Worked:	
The completed form should be returned to Facilities Services - Catering, Dumfries & Galloway Council, Cargen Tower, Garroch Business Park, Garroch Loaning, Dumfries, DG2 8PN. Drop Point 257			