



Made In Hackney – Kitchen Hire Booking Form

Please note no fish, meat, eggs or products containing these items can be brought into or cooked in the MIH kitchen.

1: Name: _____ Date Completing Form: _____

2: Company Name: _____

3: What type of 'company' are you?

Workshop Leader (no formal company or employees) Y N

Sole Trader or One Man Limited Company (no employees) Y N

Company with employees who will be working in kitchen Y N

4: Requested Hire Dates & Times (Starting from when you will arrive and leave the kitchen):

The kitchen can be hired: Mon-Fri 9am-6pm, Sat 10am-6pm, Sun 11am-4pm

Special arrangements can be made for bookings outside of these hours.

Session 1: _____ Session 2: _____ Session 3: _____ Session 4: _____ Session 5: _____

Bookings longer than 5 sessions can only be made after an initial trial period of five sessions.

5: What Hire Rate Do You Qualify For?

Please note a £100 cash deposit is required to secure the booking. This is returned on completion of all scheduled bookings and MIH is happy with left cleaning standard & condition of equipment.

To qualify for half day/full day rates bookings must be for consecutive hours.

1: Standard Hire Charge Hour: £25 Half Day (4 hrs): £80 Full Day (8hrs): £140

Book with these rates: Y

2: Local Food Entrepreneur Rate (Available for 5 sessions ONLY booked in blocks)

Rates: Hour: £20 Half Day (4 Hrs): £60 Full Day (8 hrs): £100

Book with these rates: Y

3: Community Group/Charity Rate (Meetings only – no cookery equipment)

Rates: Hour: £10 Half Day (4 Hrs): £30 Full Day: £55

Book with these rates: Yes

4: Community Group/Charity Rate (Cookery)

Rates: Hour: £15 Half Day (4 hours): £45 Full Day: £75

Book with these rates: Yes

***Storage/freezer/fridge/cupboard space available to hire at weekly rate**

***Bespoke discounts available for large block bookings of 5 or more**

Using MIH out of Food For All Hours (Mon-Fri 9am-6pm, Sat 10am-6pm, Sun 11am-4pm)

If booking the MIH kitchen for less than 10 sessions and you will be leaving the premises later than 20mins after the shop closes an additional 'security fee' of **£20 per session** will be applied to pay for a MIH member of staff to return to the premises to lock up.

Does this rate apply to your booking: Y N

Do you understand and agree to pay the £20 per session security fee?: Y N

6: Discounts

AMURT-UK & Food For All Staff qualify for a 20% discount on kitchen hire bookings
Sunday Volunteer Workshop Leaders receive 20% discount on **ONE** kitchen booking at the **Standard Hire Charge**. If a Sunday Volunteer is booking the local food start-up rate you can claim 20% discount on the 6th session you book at the Standard Hire Charge after your Local Food Entrepreneur package has ended. Do you qualify for this discount on this booking: Y

7: Cleaning

MIH is professionally cleaned Monday AM and Thursday AM with non-professional cleaning everyday as the kitchen is used. We can confirm on arrival the kitchen will be clean to a high and hygienic standard but may require a few small tasks such as a quick sweep of floor; a few pots put away; compost bin may need emptying into tumbler outside; recycling bin may need emptying...

Tick box to confirm you accept this condition: Y N

If you have ticked N we can arrange for the kitchen to be professionally cleaned prior to your booking at an extra cost of £15 per session.

Tick to confirm you would like this: Y N

All kitchen users must clean kitchen after usage and sign off the cleaning checklist before leaving.

8: Laundry

Made In Hackney has some lovely, branded Fairtrade, organic cotton aprons available to be used by you, your staff and workshop participants. Laundering costs are £1 per apron.

Number of aprons required:

Cost of apron usage per session:

If you do not wish to pay laundering costs please bring your own aprons.

9: (To be completed by companies with employees)

Employee Liability (Firms other than workshop leaders, sole traders and one man limited companies will require employee liability in order to book the kitchen to £10million. Most insurance firms cover to £10million as standard).

Insured Title: Policy Number: Policy Period: Sums Insured:

Food Registration Number:

Public Liability: All firms need public liability of a minimum of £1million.

Insured Title: Policy Number: Policy Period: Sums Insured:

Liability Quote Required:

10: MIH Cancellation Policy

There will be **NO** refund for cancellation 7 days or less in advance of the reservation. 50% refund for cancellations made 8-10 days in advance of the reservation of each session.

Full Refund for cancellations made 11 days or more in advance. Refunds will be paid within 30 days of cancellation. A cancellation charge of £50 (50% of the deposit) will be charged to cover admin fees, staff time taken make the booking and potential loss of other customer who have been turned down to hire the kitchen on those dates.

*As it is unlikely that we will be able to re-hire the kitchen with less than 10 days notice this refund policy is necessary to ensure the continued ability of Made In Hackney to fund our vital free programs to the community.

The Legal Bit

Nothing in this agreement or in the conditions will be treated as creating any tenancy, lease or any relationship of landlord and tenant between you and AMURT UK – Made In Hackney. I have read and understood the kitchen conditions and to which this kitchen agreement is subject. My signature and initials at end of the form indicate acceptance of the terms of the agreement and conditions. Amurt UK - Made In Hackney retains the legal right to cancel your bookings without completion of all booked sessions. New customers will be asked for payment in full upfront.

Customer Signature:

Customer Position:

Signature on behalf of AMURT UK – Made In Hackney:

Date Signed:

To be completed by MIH Finance & Administration Officer

Agreement Number:

Charge Rate & Discounts That Apply:

Number Of Bookings And Time Slots:

Hours Of Professional Cleaning:

Total Laundry Costs:

Start Date:

Payment Period:

Tot Booking Fee:

Paid In Full: Y

Deposit:

Remainder Of Payment Due Date: