



KITCHEN INFORMATION

1) FOOD HYGEINE

Registration: Applegarth Hall kitchen is registered as a 'low risk' catering premises with Dumfries & Galloway Council.

Legal responsibility: Hirers are responsible for complying with all hygiene regulations applicable to their event or usage, including health & safety, allergen control, record-keeping, and risk assessment.

Pest control: Applegarth Hall is in a rural area, and the kitchen is only used intermittently. The electric insect control device will need plugging in, and surfaces may need a wipe over before use. Before formal catering for the public, the kitchen might need deeper cleaning to comply with regulations.

Hygiene equipment:

The kitchen is equipped with the following:

- Insect control device
- Thermometer (please bring AA and AAA batteries if you need it)
- Hand sanitiser, soap, and paper towels
- Anti-bacterial spray

Please bring your own:

- Protective clothing – there is no laundry facility at Applegarth Hall
- Hair-nets

Cleaning: There is Ecover (or similar) washing-up liquid provided, and multi-surface spray cleaner. There is a mop and bucket, broom, and dustpan and brush, which are reserved for kitchen use only.

Please wash dishcloths before you leave, and hang them on the sink to dry.

2) FIRE

Fire safety: Remember that the kitchen is the most likely source of fire on the premises. Please familiarise yourself with the fire procedure and equipment, and ensure that your volunteers are trained.

Fire point: The fire blanket, fire extinguisher, and manual break-glass fire alarm are located by the fire exit, with the fire safety procedure.

Flammable materials: Cloths, tea towels, and paper towels should be kept away from the cooker hob, and do not put hot pans on the work surfaces. Please use the stone or metal heat protectors.

PLEASE NOTE Our insurers do not permit the use of chip pans or portable heaters

3) DIETARY REQUIREMENTS

Vegetarian: Please remember that the kitchen is strictly vegetarian. This means no meat, fish, or seafood to be stored or prepared in the kitchen.

Vegan: The kitchen is normally vegan-friendly, but please enquire in advance if in doubt about anything.

Allergens: Almost all the common allergens have been prepared in the kitchen at some point, so traces may be present. The kitchen is therefore not suitable for catering for those with severe or life-threatening allergies.

4) FACILITIES

LPG cooker: The cooker is a full-size domestic propane cooker with 4 rings, a high-level grill, and an oven with timer.

The gas must be turned on and off at the cylinder

The gas cylinders are located outside, more or less below the kitchen window. You can access this through the fire door – if you do not have the key, wedge the door open as it cannot be opened from outside if it clicks shut.

The gas is operated by a two-bottle changeover system. By default, it is set to run from the SafeFill refillable cylinder. This is the one you need to turn on, using the valve on the top of the bottle itself. You will not need to use the changeover device unless the bottle runs out. The gas takes a little while to come through, so give it time.

The cooker is clean and ready to use after a quick wipe. It must be left in the same condition afterwards. Cooker-cleaning or oven degreasing will attract a cleaning charge.

Water heating: The large water heater is for washing-up and cleaning. The smaller one produces and maintains boiling water suitable for making hot drinks instantly, and in larger numbers. If only a few drinks are required, the electric kettle is usually more suitable.

If you are hiring the meeting room and using the woodburner, there is a large kettle suitable for hot drinks and washing-up. Please keep an eye on it, so it doesn't boil dry or fill the premises with steam. There is a slab of wood on the hearth where it can be placed.

Please remember to turn the water heaters off when you have finished

Fridge: This was a free fridge from Freecycle. It functions and is PAT tested, but some of the plastic shelves have been repaired and glue residue remains. Therefore it does not look (and may not be) as clean as it might. You must use your discretion as to whether it is appropriate for your catering needs. We recommend putting all food in sealable containers before placing in the fridge.

Microwave: As above, except the enamel has chipped off the inside under the turntable plate. There are a very few microwavable dishes in the drawer next to the cooker. If you plan to use the microwave, it is advisable to bring your own containers in case we do not have the shape, size, or quantity you require. Not all of our plates, bowls, or mugs are suitable for the microwave. Before use, please check underneath that they are suitable.

Air Fryer: There are 2 air fryers. The black one is simplest for general use. The clear one may be useful for baking or larger items.

Ice maker: Takes approximately 10 minutes to make ice, and will keep it cold once full.

All electrical equipment is PAT tested as appropriate.

5) EQUIPMENT

There is no inventory of smaller equipment, so please enquire in advance to ensure we have what you require. You may need to rummage around to locate the items you need.

Crockery: There are dinner plates, side-plates, bowls of various sizes, and plenty of mugs. There are lots of plastic 'glasses' for cold drinks.

Pots & pans: There are ample domestic-size saucepans, frying pans, etc. If you need larger catering-size you will need to bring your own.

Utensils: There is almost certainly everything you need, either hanging up next to the cooker, or in the drawer to the right of the cooker. You may prefer to bring your own kitchen knives.

Cutlery: There are knives, forks, spoons, and teaspoons. You may need more for larger numbers.

6) WASTE & RECYCLING

Rubbish & recycling: Please take all your rubbish and recycling away with you when you leave, as there are no waste collections at Applegarth Hall.

Compost: You are welcome to add food waste and other compostable material to the outdoor compost bin. There is a 3-bin system (based on 'no-dig' Charles Dowding's principles) located outside at the corner of the building (past the gas bottles). The bin currently in use is the middle one in the corner. After dark you may need a torch.
