

# **Town Hall Kitchen Facility Usage Request Form**

The Town Hall has been fitted with new kitchen equipment. These facilities, however, are in addition to the normal hiring of the Town Hall facility. These facilities can **only be accessed by completing the usage request form.**

M Hindle  
TOWN ADMINISTRATOR

## ***Kitchen Equipment Required*** **Yes/ No**

<b>Kitchen Items</b>	<b>Qty</b>	<b>Items For use</b>	<b>Check List</b>	<b>Damages List</b>
160mm Round Plate	30			
Tea/Coffee Cups	30			
150mm Saucer to suit cups	30			
170mm Creamer	5			
Sugar Bowl with lid	3			
Sugar Packet Holder	6			
Butter Crock	3			
Glass Water Bottles	6			
Sunbeam Kettle 1.7ltrs	1			
Stainless Teapots	2			
Urn	1			
Breville Coffee Makers – 12cup	2			
Artcraft Glasses	30			
Chrome Trays	4			
Poly Cutting Board – Large	1			
Poly Cutting Board – Medium	1			
Poly Cutting Board – Small	1			
Wiltshire Cook Knife	1			

### **Important Information**

Tea towels and tablecloths are not to be removed for washing.  
Please leave for Town Hall Management to arrange washing.

Thank you.