**THIRD-PARTY USE OF CATERING FACILITIES**

|  |
| --- |
| **Name and Unit Number of the Catering Facilities (the “Venue”):** |
|  |
| **Name and Address of the Third Party (“you” or the “third party”):** |
| [insert legal entity, company number and registered address] |

Please see below the terms and conditions which you are required by Compass Contract Services (U.K.) Limited (**“Compass”**) to comply with in order to provide catering services at the Venue for the event you have been contracted by your customer to provide.

**Section A**

**PERMITTED AND NON-PERMITTED AREAS/EQUIPMENT**

**The catering facilities located at the Venue will be used by non-Compass Group UK & Ireland employees on the following occasions:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Proposed Start Time** | **Proposed Finish Time** |
|  |  |  |
|  |  |  |
|  |  |  |

**The following areas / equipment within the catering facilities will be accessible to the third party:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area/Equipment** | | **Time Access Required** | |
| **From** | **To** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |

**The following areas / equipment ARE NOT ACCESSIBLE / PERMISSIBLE for use by the third party at any time:**

|  |  |
| --- | --- |
|  | **Area / Equipment Not Accessible / Not Permissible for Use** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |

**THIRD-PARTY USE OF CATERING FACILITIES**

**Section B**

**HYGIENE AND SAFETY INFORMATION**

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| **Smoking Policy:** |
| Smoking in a kitchen, food preparation room or food store is illegal and is not permitted |
| The Designated Smoking Area Is Located: |

|  |
| --- |
| **Cleaning of the premises after use:** |
| All areas of the premises must be cleaned and left tidy after use. Exceptions are: |

|  |
| --- |
| **Removal of Refuse:** |
| The rubbish accumulated during use of the facilities must be cleared after use. |
| The refuse skip / container and/or waste bins are located at: |
| All waste must be disposed of in the relevant waste streams, i.e., glass, mixed recycling, food waste and general waste. |

|  |  |
| --- | --- |
| **Damage to Equipment:** | |
| Any equipment damaged by the third party will be repaired at their expense.  The following equipment that will be used by the third party has existing defects as listed: | |
| **Equipment:** | **Defects:** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **First-Aid Facilities:** | |
| The First-Aid Box is situated at: |  |
| A trained first-aider can be contacted by: |  |
| The nearest Accident and Emergency Unit is situated at: |  |
| To contact the emergency services from this location, you need to dial: |  |

|  |  |
| --- | --- |
| **Fire Evacuation Procedures:** | |
| The Fire Alarm sounds like: |  |
| The evacuation routes from the facilities are: |  |
| To contact the emergency services from this location, you need to dial: |  |
| The Fire Assembly Point is: |  |
| Fire Extinguishers / Fire Blankets are located: |  |
| Emergency Gas and Electric shut offs are positioned: |  |
| In the event of a fire and subsequent evacuation, if it is safe to do so, windows and doors should be closed and gas/electricity supplies shut off. | |

**THIRD-PARTY USE OF CATERING FACILITIES**

**Section C**

**INSURANCE**

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| --- |
| **Insurance Requirements:** |
| Access to the Venue is conditional on receipt by us of confirmation that you hold and maintain public liability and products liability insurance with a limit of £10,000,000 any one occurrence and in the annual aggregate in respect of products liability).  Please enclose a copy of your public liability insurance policy or a broker’s letter confirming cover when returning this form. Failure to provide confirmation of cover will result in you being denied access to the Venue. |

**THIRD-PARTY USE OF CATERING FACILITIES**

**Declaration by Authorised Representative for and on behalf of the Third Party**

I [insert name] (authorised representative acting for and on behalf of the third party) confirm, accept and understand that the information and conditions listed in Sections “A”, “B” and “C” of this document and will take responsibility for ensuring that the information is communicated to the relevant people and the conditions are complied with.

On behalf of the third party, I further confirm and accept the following:

* the third party shall indemnify and hold harmless Compass and the owner of the Venue against all and any liabilities, costs, claims, expenses, demands, losses or proceedings Compass and or the owner of the Venue may suffer or incur arising out of the third party’s access and use of the catering facilities and the provision of catering services at the Venue, including, without limitation, any breaches of legislation or statutory regulations affecting the provision of the catering services provided by the third party and any loss or damage to property (including but not limited to the Venue, the catering facilities and any plant, equipment, fixtures fittings or other property belonging to the Venue owner, Compass or any visitor to the Venue).
* the third party has been appointed by its customer and consequently Compass shall have no liability to the third party in respect of any breach by the customer of the terms of such appointment or in respect of any act or omission of the customer (including, without limitation, the cancellation or postponement of the customer’s event for any reason).
* Any equipment, furniture, stock or other property of any sort brought into the Venue by the third party remains under the care and control of the third party and is brought into the Venue entirely at the third party’s own risk.

Signed for and on behalf of **[insert third party legal entity]**

By (authorised signatory)………………………………………

Name:………………………..……………………………………..

Position:………………………………………….………………..

Date:………………………………………………………………...