

## INVENTORY OF CATERING EQUIPMENT – CORLETTE COMMUNITY HALL

The following equipment should permit a small function to be held in the Hall for around 48 people at 8 tables, 6 to a table. There are 50 adult chairs and 18 children's chairs and 10 tables and 3 lowered children's tables.

ITEM & DESCRIPTION	NUMBER	Cupboard or Kitchen
<b>ELECTRICAL:</b> Buffet Warmer – 3 compartments (maximum heating time 2 hours)	1	Cupboard near ladies toilet
<b>CUTLERY – Stainless Steel sets:</b>	48	Cupboard
Knives		
Forks	48	Cupboard
Desert Spoons	48	Cupboard
Teaspoons	48	Cupboard
Serving spoons – large	6	Cupboard
Salad servers (Pair of 2)	6	Cupboard
Kitchen Knife set in block – varying sizes	6	Kitchen
<b>GLASSES</b>		
Tumblers – 3 sizes – 72 in total		
Large tumblers (located in kitchen cupboard for general use )	18	Kitchen
Medium & small tumblers (to be stored for use with crockery)	54	Cupboard
Glass Water bottles for table water	8	Cupboard
Wine Glasses – Forest Glass Red Wine (12oz)	48	Cupboard
<b>COFFEE MUGS</b>		
For storage in kitchen for general use	12	Kitchen
<b>CROCKERY – TABLEWEAR – Plain white sets (46-48 settings)</b>		
Mugs - white (no saucer)	46	Cupboard
Bread & butter plates	48	Cupboard
Large dinner plates	46	Cupboard
Dessert plates	48	Cupboard
NB: Broken set (not the same) was bought to make up the settings		
<b>CROCKERY &amp; MELAMINE – TABLEWEAR - Miscellaneous</b>		
Small sugar bowls	8	Cupboard
Small cream jugs	8	Cupboard
Salt and Pepper Shakers	8	Cupboard
Blue crockery bowls	8	Cupboard
Blue Melamine bowls	8	Kitchen
Large Melamine trays – 1 x white and 1 x blue & white	2	Kitchen
Medium size serving platters – white with blue edge (Melamine)	3	Kitchen
Square grey serving platters (Melamine)	3	Kitchen
Salad bowls – large grey (Melamine)	3	Kitchen
Salad bowl – smaller grey (Melamine)	1	Kitchen

hall - inventory of kitchen equipment - hirers version

ITEM & DESCRIPTION	NUMBER	Cupboard or Kitchen
Multi compartment grey (Melamine) condiment holder with handles	3	Kitchen
Cork Placemats (blue & white dots with cork backing)	4	Kitchen
Wooden Chopping Boards x 2 with stand	1 set	Kitchen
10 Fiesta PVC Tableclothes – oblong 132 x 178 (stored in check bags)	10	TBA
9 Oasis PVC Tableclothes – oblong 132 x 178 (stored in check bags)	9	TBA
<b>KITCHEN REQUIREMENTS – Miscellaneous</b>		
Tea towels – 3 spotted; 7 red & white; 7 brown & white	17	Kitchen
Glass cleaning clothes (brown)	3	Kitchen
Pot holder & gloves (brown)	1 set	Kitchen
Shelf liners (pink polka dot placemats)	19	Both

To assist in your planning for your function, we have listed some of the limitations you may wish to take into account before confirming your booking with us.

- There are firm restrictions on noise after 10 pm due to the close proximity of the neighbouring houses
- There is very limited available space in the kitchen for catering preparation and most food would need to be brought to the hall ready to serve.
- A table would need to be set up in the hall to take overflow from the kitchen due to the limited bench space & the need to not obstruct the fire exit
- There is limited refrigerator space and all drinks would need to be stored on ice in Eskies.
- The only reheating facility available is a small microwave and the 3 compartment warmer (as mentioned above)
- There are 2 x 8.8 litre (40 cup) urns available for use, as is a smaller supplementary urn which is stored in the kitchen cupboard. Please carefully consider safety if these units are moved into the main hall area. Move them before filling and heating and wait for them to cool down before moving. Ensure a stable table out of reach of children.
- No dishwasher is available – we suggest you employ a young person at an hourly rate
- Tableclothes would need to be brought to the hall, though you could ask about our floral plastic ones that are available – see sample attached.
- All tea towels used would need to be washed and returned to the hall asap after the function
- All cleaning would need to be done by the users immediately after the function ends. There is a checklist in the kitchen to follow.
- All rubbish needs to be removed from the hall either into the hall wheelie bin or taken away by the hirer immediately after the function.

Please remember that Corlette Community Hall is run by a group of volunteers from the community on behalf of Port Stephens Council. That way, the hiring costs are able to be kept down. You will be given an access code for the catering equipment cupboard. We would appreciate your co-operation in not sharing this code with others.

Updated October 2011

SAMPLES OF TABLECLOTH PATTERNS



- 10 Fiesta 132 x 178 Oblong
- 9 Oasis – 132 x 178 Oblong

If used, these tablecloths will need to be thoroughly wiped down and allowed to dry before repacking.