

KITCHEN/CULINARY REQUEST FORM



The Culinary Ministry of Turner Chapel is pleased to offer our services to enhance the dining portion of your event. Requests for ministry or special events must be submitted at least 30 days in advance. Please note culinary preparations can only commence once your event has been formally approved and scheduled on the church calendar. Kindly acquaint yourself with and signify agreement to the guidelines outlined below. Failure to comply to these guidelines may result in a fine to cover expenses incurred by Turner Chapel and/or removal of your name from our user list.

Ministry Name

Contact Name

Event Ministry Name

Contact Information

Event Date

Event Time

GUIDELINES

The above user shall agree to the following guidelines below:

1. Except when unloading and loading to park vehicle in designated area to keep driveway open.
2. To supply all equipment needed for event (listed below)
3. To pick up and remove all trash from the area.
4. All counter tops and equipment used should be wiped clean.
5. Turn off all lights and fans upon departure.
6. All equipment used must be leaned and placed back in its designated location.
7. Any rental equipment must be delivered earlier the day of the event and pick up no later than the next business day by 10am. Special provisions can be made through the Events Coordinator.
8. All supplies and food must be removed from the premises upon completion of the event.
9. No access to pantries.
10. To accept all responsibility for the behavior, health and security of user staff (including contract persons), as well as any damage caused by or to them.
11. A member of the kitchen staff will inspect the kitchen before and after use.

Will you be using our kitchen staff Yes _____

No If not see below _____

Caterer Name

Caterer Contact

Food Prep Date/Time

Event Usage Date/Time

Please check ALL items you request

Braiser*

Meat Slicer*

Refrigerator (Reach)

Punchbowl

Coffee Pot

Pots/Pan

Refrigerator (Walk)

Salad Plates

Food Processor

Steamer

Chaffing

Serving Utensils

Fryer*

Convection Oven

Dinner Ware (China)

Cart

Grill

Dishwasher*

Flatware

Ice

Kettle

Freezer

Glassware

Steam table*

*Kitchen staff must be on present

Tablecloths (Linen)**/Quantity _____

Aprons**/Quantity _____

**A cleaning fee will be assessed for the use of these items.

Culinary committee is not responsible for the following items:

Dish Detergent

Plastic Tablecloths

Dish Cloths

Paper Goods

Seasoning/Condiments

Aluminum Pans/Foil

Cooking Oil/Spray

Food Items

Additional Comments _____

Ministry Leader Signature _____

Date _____