



KITCHEN USAGE POLICY

1. Purpose

This policy outlines the guidelines for using the kitchen facilities at Tunbridge Wells Islamic & Cultural Association (TWICA) to ensure safe and efficient use in line with the association's values.

2. Scope

Applies to all users, including:

- TWICA members
- Event organisers
- Volunteers and staff
- External parties hiring the kitchen

3. Booking and Fees

- Fee: £100 per session (covers utilities, maintenance, and cleaning).
- Booking Process:
 - All bookings must be made online via our website under 'Kitchen Bookings.'
 - Payment must be made.
 - Bookings are subject to availability.

4. Conditions of Use

- Users must treat kitchen equipment with care and report any damage.
- The kitchen must be cleaned after use, including washing dishes, wiping surfaces, and disposing of waste properly.
- Food Safety: Users must follow health regulations regarding food storage and handling.
- Strictly Prohibited: Alcohol, smoking, and unauthorised food storage.





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5. Health & Safety

- Be aware of fire exits, extinguishers, and first aid kits.
- Clearly label allergens in prepared food.
- Report any accidents immediately.

6. Cancellations & Refunds

- Cancellations: Must be made at least 48 hours in advance. Late cancellations may result in loss of the booking fee.
- Refunds: Processed for cancellations with more than 48 hours' notice, subject to TWICA's discretion.

7. Security & Access

- Users must ensure the kitchen is secured after use.
- Access details will be provided upon booking confirmation.

8. Liability

- TWICA is not responsible for personal items or any incidents during kitchen use.

9. Agreement

Ticking the box on Kitchen booking page confirm you have read and agreed to the Kitchen Usage Policy

