Terms & Conditions of Use for Community BBQ

Mitre 10 MEGA Te Rapa & Ruakura

As a staunch supporter of our local community, we're proud to offer a Community BBQ program to support local groups fundraising efforts. To ensure the high standards Mitre 10 prides itself on are met, these Terms & Conditions of Use outline expectations of our community BBQ at Mitre 10 MEGA Te Rapa & Ruakura stores.

What do you need to supply

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▪ At least two volunteers are required ▪ Pre-cooked sausages ▪ Bread, onion, sauces (bacon & eggs allowed as well) ▪ Napkins, rubbish bags, and sauce dispensers/bottles ▪ Basic cooking utensils (tongs, spatulas, knives) ▪ Small bottle of cooking oil ▪ Cash float (50c, $1, $2, $5, $10) ▪ Aprons and single-use food handling gloves ▪ Food-grade containers for safe storage ▪ Chilly bins/coolers with enough ice to maintain food temperatures below 5°C	▪ Community BBQ ▪ Mitre 10 Gazebo (Ruakura only) ▪ Fire Extinguisher ▪ Gas Bottle ▪ Cleaning Products (Degreaser, Bucket, BBQ Scraper, Dustpan & Brush, and a broom) ▪ Access to: water and toilets

Is there a limit on pricing for the sausages? – No, but you are incentivized to keep it on the lower end price wise, to avoid discouraging customers and hurting your sales.

Bookings

1. Community BBQ bookings are available on Saturdays, Sundays, and selected public holidays, excluding ANZAC Day, Good Friday and Christmas Day.
2. All bookings must be submitted online. Email or in-person bookings will not be accepted.
3. Mitre 10 reserves the right to approve or decline any booking application.
4. The maximum number of bookings per group is four per year across both Te Rapa & Ruakura stores. Bookings may not be held on consecutive weekends.
5. Fundraising bookings must be for the benefit of a team, school, club, charity, or organisation, rather than an individual.

Bond

6. A $50 bond is required for all bookings and must be paid before the booking commences. This can be paid in advance or at the Service Desk when you arrive.
7. The bond is held to cover any damage to the BBQ or surrounding area, or where the site is not left clean and tidy.
8. The bond will be refunded on the day of use, at the discretion of the Store Duty Manager, provided the BBQ and surrounding area are left clean, tidy and undamaged.
9. If the site is not left in an acceptable condition, all or part of the bond may be retained. Mitre 10 may provide an opportunity to rectify any issues before making a final decision.

Cancellations & No-Shows

10. Cancellations must be made before store closing time on the day prior to the booking.
11. Where sufficient notice is provided, the bond if already paid, may be transferred to a future booking or refunded to the original payment method.
12. Organisations with repeated cancellations or that fail to attend their booking without notice (no-show) may be ineligible for future bookings.

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Health & Safety

13. All incidents, injuries and hazards must be reported to the Customer Service Desk as soon as practicable.
14. In the event of an emergency or fire alarm, the BBQ must be turned off immediately and all volunteers must follow the directions of Fire Wardens or emergency services.
15. Mitre 10 accepts no liability for any injury, however caused, or the loss, damage or theft arising from the organisation's use of the Community BBQ. The organisation agrees to reimburse Mitre 10 for any costs, claims or damage arising from its activities.
16. The BBQ must only be operated in the designated area.
17. The BBQ must not be left unattended while it is turned on or still hot.
18. The BBQ gas bottle should only be changed by a competent Mitre 10 team member.
19. Children in the BBQ area should be 10 or more years old and must be accompanied and supervised by an adult 18 years of age or older.
20. Our premises are Smokefree. Smoking and vaping are prohibited in all areas, including the BBQ.

Operating Requirements

21. Mitre 10 reserves the right to cancel, suspend or terminate any booking at its discretion.
22. The Customer Service Desk must be notified upon arrival and **before** setup begins.
23. Access to the Community BBQ is available from 9:00am at the earliest.
24. At least two people must operate the stall. One person must handle money only, while all food preparation and serving is undertaken by other volunteers.
25. A maximum of four volunteers should be in the BBQ area at any one time.
26. Our customers must not be pressured to buy from the fundraising BBQ. They can be asked if they would like something, but if they say no this must be accepted without question
27. Sausages must be bought from a reliable source, fresh, good quality & pre-cooked. They must be always stored in a clean refrigerator or container below 5° Celsius.
28. Clean-up and sign-off must be completed no later than 4:00pm.

Waste & Cleaning

29. All rubbish, food waste and packaging generated by the BBQ must be removed from the premises. Mitre 10 rubbish bins may not be used. The BBQ, surrounding area and any affected surfaces must be left clean and free of grease, food residue and litter.

Prohibited Activities

30. **NO** other meats (including chicken and fish) may be prepared or sold. Only sausages, bacon, onions and eggs are permitted.
31. **NO** drinks or other food are to be sold on the premises. This includes soft drinks and home baking.
32. **NO** items sold are to compete with our in-store Columbus Coffee's offerings.
33. **NO** Mitre 10 trolleys and/or baskets are to be used for storage of any BBQ items or equipment. They may be used to transport items from vehicles to the BBQ for setup and pack up only.
34. **NO** storage of boxes or any items are to be on top of Mitre 10 trolley bays, or in walkways.
35. Please be mindful that this is our store entry/exit and it must always remain uncluttered and clear.
36. **NO** Music above the regular ambient volume in the carpark and it must not be of nuisance to team members or customers.
37. We reserve the right to ask any music to be turned off, if we deem it inappropriate or too loud.

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Risk Assessment

The following hazards have been identified along with steps that must be taken to ensure the safety of everyone.

Hazards	Possible Harm	Controls (what is needed to control the risks associated with this hazard)	Check
Location of BBQ	▪ Serious injury if operators or customers hit by cars ▪ Serious injuries from gas explosions/fire ▪ Strains, sprains, fractures for slips and trips	▪ BBQ is positioned away from traffic or other hazards ▪ BBQ is positioned away from ▪ hazardous substance's locations (i.e. LPG Swap Bottles) ▪ Position BBQ away from curbs and other trip hazards ▪ Suspend BBQ if wind or weather conditions make it unsafe	▪ BBQ is within area designated by the Mitre 10 store ▪ Check wind and weather
Slips, Trips, Falls	▪ Strains, sprains, fractures	▪ Area must be kept clean and free of clutter	▪ Tidy and organised
Fire or Explosion	▪ Burns, serious injury	▪ Ensure that gas connection is tight before turning on ▪ Only turn on gas immediately before lighting ▪ If a gas leak does occur, or the flame goes out while the gas is turned on, shut off the LPG cylinder immediately and allow any gas to dissipate ▪ The BBQ must not be left unattended when still turned on or hot ▪ Ensure gas is turned off at BBQ and bottle after use ▪ Only the gas bottle being used to be in the BBQ area ▪ Only use pre-cooked sausages and as little oil on hotplate as possible ▪ In the event of a fire, if safe to do so, immediately turn the gas off at the bottle. Allow the flames to die out, or if necessary, use a fire extinguisher	▪ Check gas is properly connected before turning on. ▪ Check gas is off at bottle and BBQ after use ▪ Fire extinguisher location ▪ Check emergency procedures with store.
Hot items and surfaces	▪ Burns, serious injury	▪ Position BBQ away from the serving area so children do not accidently touch it ▪ Always use appropriate equipment to handle hot items (e.g. tongs, gloves) ▪ Ensure that a hot BBQ is always supervised by a responsible adult.	▪ Set up is organised to separate hot surfaces from customers
Sharp Knives	▪ Cuts and serious lacerations	▪ Where possible prepare food before arriving at the Mitre 10 store. Frozen pre-cut onions are a good option to avoid having to use knives ▪ Ensure that knives not being used are safely stored out of reach	▪ No sharp knives accessible

Food Safety

The 4C's of Cook, Clean, Chill & Conduct to keep the BBQ food safe (under the Food Act 2014).

Cook	• Only use pre-cooked sausages and heat until piping hot • Keep sausages and onions hot – leave on the hotplate until serving
Clean	• Wash hands before the start of your BBQ, have a food safe hand sanitiser available for use during the BBQ. Always ensure that hands are clean and dry particularly after going to the toilet, handling rubbish, sneezing or coughing • Use food tongs and wear disposable gloves when handling food • Ensure the table and BBQ surfaces are clean • Ensure that tongs and other utensils are kept clean (Mitre 10 store will provide access to water) • Keep the BBQ and the area around it clean and tidy at all times. Have rubbish bags available • Clean up when you are finished and take your rubbish with you
Chill	• Try to buy your sausages on the day of the BBQ and transport them in a chilly bin to keep them below 5°C • At the BBQ store sausages in a clean sealed chilly bin and keep them below 5°C • Make sure that there is enough ice or chiller packs to keep everything cold for the whole time
Conduct	**People:** • Ensure a high standard of personal hygiene, particularly hand washing • Wear clean tidy clothing • Wear a protective apron • Wear disposable gloves and change them frequently • Tie-back hair or use a hat • NO SMOKING at the stall • NO EATING while preparing food • Hand customers their food wrapped in a paper serviette to avoid touching the food • Have different people handling money to those handling food • Only purchase goods to be sold from a registered food premises • Don't let anyone work on the stall if they have a cold, have had diarrhoea or vomiting within the last 48 hours or have weeping wounds exposed **Transport and Storage:** • Vehicles that carry food to the BBQ must be clean and tidy and there must not be any chance of contact with things that may cause food contamination such as animals, work tools, pesticides • Store food off the ground and away from heat, flies, ants, animals, dust • Keep all food covered (have clean sealed containers for this) • Keep any uncooked food separate from cooked foods