

Rules and Regulations for Outside Catering on Gurdwara Premises

This Contract ("Contract") is entered into on _____ ("Effective Date"), between:

Sri Guru Singh Sabha Southall, the registered Charity (No 280707) which manages the Gurdwaras at 2-8 Park Avenue, Southall UB1 3AG and Guru Nanak Road, Southall, UB2 4NP Hereinafter referred to as the "Gurdwara" or the "Client."

The Caterer:

Company Name: _____

Company Reg No: _____

Address _____

Hereinafter referred to as the "Caterer."

1. Caterer Eligibility

All caterers seeking to provide services on the Gurdwara premises must comply with the following conditions:

Caterers must adhere to all SGSSS Gurdwara rules and regulations and should not be a Halal/Kosher catering company.

2. Approved Gurdwara Caterer Status

As an approved Gurdwara caterer, you will be included in the Gurdwara's preferred caterer credential list, which will be valid for one year, from January 1, 2024, to December 31, 2024. Renewal is subject to your ongoing compliance with Gurdwara conditions, including cooperation with Gurdwara representatives for monitoring purposes.

3. Subcontracting

Approved caterers are not permitted to subcontract their services.

4. Annual Registration Fee

A yearly registration fee of £1000 is required to cover capital facilities, monitoring, and administrative costs. In the first year of registration, no pro-rata entitlement will be provided for the annual registration fee.

5. Reporting and Departure

Upon arrival at the Gurdwara, a representative from your catering team must promptly report their presence to the Gurdwara representative and sign in with the security or office staff. Before leaving the Gurdwara premises after the event, the Gurdwara office must be informed so that necessary checks can be conducted to ensure the site has been left clean and tidy.

6. Documentation and Compliance

Your catering business must maintain documented records of health & safety and hygiene, indemnity insurance, risk assessment reports, and compliance with not being registered as Halal or Kosher. Additionally, you must use only approved equipment for cooking, which has been previously inspected for suitability. These records and cooking premises must be made accessible for checks by Gurdwara representatives and their agents. The full list of documents that must be provided is included in Appendix 1.

7. Code of Conduct

While on the Gurdwara premises, you and your staff must adhere to the Gurdwara's established Code of Conduct and Practice. In situations of uncertainty, decisions made by Gurdwara representatives will be final and must be followed.

8. Food Preparation

Food preparation and cooking must be completed prior to bringing it to the Gurdwara. Gurdwara facilities may only be used for "warming to serve."

9. Equipment and Crockery

Caterers must bring their own equipment for use at the Gurdwara. Used crockery, pots, and jugs should not be washed on Gurdwara premises and must be removed and cleaned elsewhere. No External gas equipment is permitted on site. No gas cylinders are permitted. No tandoors are permitted on site.

10. Food Display

Caterers must acknowledge the Gurdwara's environment and sensitivity. Food display should be moderate and sensible, in keeping with the Gurdwara's guidelines, to avoid overcrowding and health & safety risks.

11. Furniture Usage

Only tables and furniture provided by the Gurdwara are allowed to be used. Additional furniture may only be brought in with written approval from the Gurdwara office.

12. Cleaning and Waste Disposal

The langar hall and kitchen area, including burners, must be thoroughly cleaned, and all rubbish removed before departing. Misuse of Gurdwara equipment and disregard for Health & Safety Rules will not be tolerated.

13. Responsibility for Clients

Caterers are responsible for ensuring that only their clients and their guests enjoy the caterer-provided food while sharing the Gurdwara premises with regular worshippers.

14. Etiquette and Conduct

Caterer staff should be trained in Gurdwara etiquette, be presentable, and easily recognizable as catering staff. Heads must remain covered, shoes must be removed, and no alcohol or smoking is allowed in or around the Gurdwara. Staff found smoking or drinking before entry will not be allowed re-entry at any time.

15. Termination of Agreement

The Gurdwara reserves the right to terminate this agreement without notice if any breach of these rules and regulations occurs.

16. Housekeeping

The overall responsibility for cleanliness and waste disposal, including folding any boxes before disposal, lies with the Caterer. Leaving this responsibility to hired helpers who deny ownership will not be acceptable.

17. Indemnity

The caterer agrees to indemnify and hold the Gurdwara, its officers, trustees, representatives, and affiliates harmless from and against any and all claims, liabilities, losses, damages, costs, and expenses (including but not limited to legal fees) arising out of or related to any actions, omissions, or negligence on the part of the caterer, its staff, or any third parties engaged by the caterer in the provision of catering services on Gurdwara premises. This indemnity includes, but is not limited to, claims for personal injury, property damage, breach of contract, or any other losses or damages that may arise from or be connected to the caterer's activities on Gurdwara premises.

The caterer shall promptly notify the Gurdwara of any claims or actions filed against it in connection with the services provided on Gurdwara premises and shall cooperate fully with the Gurdwara in the defense of such claims or actions.

This indemnity shall survive the termination or expiration of this agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the Effective Date.

Gurdwara:

Signature: _____

Name: _____

Title: _____

Date: _____

Caterer:

Signature: _____

Name: _____

For and on behalf of (Caterer) _____

Date: _____

Appendix 1

DOCUMENTS REQUIRED WITH THIS AGREEMENT*:

1. COMPANY REGISTRATION CERTIFICATE
2. RISK ASSESSMENT(S) FOR ON SITE CATERING
3. PUBLIC LIABILITY INSURANCE
4. HEALTH & SAFETY TRAINING CERTIFICATES
5. FOOD SAFETY/HYGIENE TRAINING CERTIFICATES
6. FSA RATING CERTIFICATE
7. FIRST AID AT WORK CERTIFICATE
8. ELECTRICAL TEST CERTIFICATES OF ANY APPLIANCE'
BOUGHT TO THE GURDWARA OR ITS PREMISES
9. ALL OTHER CERTIFICATION RELATED IE: CERTIFICATE OF
FSB MEMBERSHIP

*ALL CERTIFICATION AND PAPERWORK MUST BE VALID FOR THE DURATION OF THE CONTRACT.