

IMPORTANT INFORMATION

For the Galley

- If you are unable to do galley duty on the designated day, please arrange a swap with another member for a more convenient date. Also, please update on Dutyman or contact Hon House Secretary.
- Galley opening hours are 12.30pm to 2.30pm. Please arrive by 12 midday to enable you time to prepare and to ensure that you read the galley guidelines to comply with the health and safety and food standard agency legislation.
- Keys to the galley cupboards are kept in the bar storeroom and will be available from 12 midday.
- There will be provisions in the fridge and cupboards plus bread for toasted sandwiches, baguettes for ploughmans and paninis.
- If you would like to prepare or buy food to bring along, then please do so, refunding your expenses from the takings. Please leave the relevant receipts which also enables the club to have a record of the source of all food sold in the galley, as now required by law.
- **When you have finished, you need to ensure that you go through the galley guideline closing instructions and sign the diary. This is again part of FSA legislation.**
- Please put the keys back in the bar storeroom.
- If you have any problems on any of the above please contact Hon House Secretary

Many thanks for your co-operation.

Important note: It is a condition of your membership that non-attendance for a duty without notice attracts a £50 fine and your name will be added to the next roster list.