

Dear Coffs Coast Dragonboat Club

Congratulations! Your organisation has been allocated the following fundraising sausage sizzle date:

DATE:

Please forward a copy of your completed confirmation form (attached to this letter) to Bunnings WH Coffs Harbour, attention Activities Organiser four weeks prior to your allocated date.

Bunnings' trading hours on the weekend are 7am -7pm. We ask that your sausage sizzle is operational between **9.00am – 4.00pm** as a minimum, throughout the prime selling period.

This is an opportunity for your organisation to generate substantial fundraising therefore it is important that you order and bring adequate supplies to maximize this opportunity.

If your group sells out of sausages/bread prior to 4:00 pm on the day, you will be required to purchase more products, continuing the sausage sizzle offer to customers until 4:00 pm.

As a guide, approximate quantities you will require are below.

Please consider weather conditions, public holidays and long weekends

- 40-50kg sausages (Sausages required to be purchased from reputable food safety accredited supplier)
- 20 - 25 loaves bread
- 10 -15kg onions
- 6 litres condiments

We wish you all the best with your fundraising endeavors and look forward to the opportunity of supporting your organisation.

Kind regards

Tahini Letchford
Activities Organiser
Bunnings WH Coffs Harbour
Cnr Cook Drive and Pacific H/W
Coffs Harbour NSW 2450
66599100

Items required to conduct your sausage sizzle

Supplied by Bunnings Group Limited	Supplied by Community Group
Stainless steel barbecue unit	Sausages, bread, onion, condiments
Bunnings corporate gazebo	Napkins, garbage bags, condiment bottles
Sand bags (for gazebo)	Aprons, disposable gloves, paper towel, heat proof gloves to handle the grease tray
Fire extinguisher and fire blanket	Cooking utensils (tongs, spatula, knives)
Blackboard (display for price and group)	Small bottle of oil, which must be kept on the provided trestle table as far away from heat as possible (No aerosol spray oil cans to be used)
Gas	Cash Float (Recommend \$100)
Fresh water filled container	Cleaning equipment, hand sanitiser and detergents
Blow mould trestle table	Appropriate food grade storage containers
Degreaser, hard broom and bucket of water (for cleaning concrete pad)	Coolers with sufficient ice to maintain temperature of raw product below 5 degrees at all times, and thermometer to check food is at the required temperature
	Current Public Liability certificate \$10m per event/claim, not \$10 m aggregate
	Temporary Food Stall holders permit (if required by your council) and food safety information - Issued by Local Council

Please ensure the following conditions are adhered to:

<ul style="list-style-type: none"> ▪ If Bunnings is not satisfied that the community group is operating the sausage sizzle in a safe manner, we reserve the right to cancel the sausage sizzle immediately. 	
<ul style="list-style-type: none"> ▪ Community groups are to report to the manager on duty on arrival and departure. Any incidents must be reported to the manager on duty. 	
<ul style="list-style-type: none"> ▪ Only sausages, onion, sliced bread, condiments and soft drink cans are to be sold at the sausage sizzle. Sausages are to be sold for \$2.50 and soft drink cans for \$1.50. Please ensure onion is placed on the bread below the sausage for safety reasons. 	
<ul style="list-style-type: none"> ▪ Please do not park in or use the disabled car parks located close to front of the store. This includes any line marked clearance zones 	
<ul style="list-style-type: none"> ▪ Bunnings supplied signage only is to be used – please do not tape/hang additional signs or posters to the barbecue unit. 	
<ul style="list-style-type: none"> ▪ The Bunnings supplied barbecue and Bunnings supplied gazebo are to be used at all times. Council regulations for temporary food stallholders permit indicate that three side walls of the canopy must be covered at all times – these are supplied with the gazebo. 	
<ul style="list-style-type: none"> ▪ The food permit issued by your Council (if appropriate) must be available at all times whilst conducting sausage sizzle and produced on request. 	
<ul style="list-style-type: none"> ▪ The sausage sizzle operating procedures (copies attached and located on the barbecue unit) are to be followed at all times. 	
<ul style="list-style-type: none"> ▪ Please keep the main building fire door clear at all times if it is located adjacent to the barbecue area (minimum 3 metre distance). 	
<ul style="list-style-type: none"> ▪ All rubbish must be taken with you and not placed into any Bunnings bins. The area is to be left clean and clear of all cooking debris. This includes cleaning the concrete pad after the barbecue unit has been removed from the site. A broom, degreaser and water will be available for you to efficiently remove fat or grease from the concrete at the end of the day. 	
<ul style="list-style-type: none"> ▪ Total funds raised must recorded on the BBQ checklist at end of the day by a Bunnings Team member and community representative. This must be signed by both and a copy of the completed checklist is to be given to the community representative. 	
<ul style="list-style-type: none"> ▪ If you wish to hold additional fundraising on the day, please discuss with the Activities Organiser well in advance to see if this is possible. 	

Operating Procedures

- For the safety of all involved, no persons under the age of 15 are permitted to operate any equipment. It is recommended that between 3 and 5 people work in the barbecue area.
- Gas bottles are to be connected and changed by Bunnings Team Members only. Please ask for assistance if the gas bottle needs changing throughout the day.
- All persons working on the barbecue and handling food must wear food handling gloves
- Enclosed shoes must be worn by all people working the barbecue.
- Hair must be neat and tidy (long hair tied back or wear a hair net).
- All persons involved must wear a shirt (no singlets).
- All food products either raw or cooked should not be handled with bare hands. Separate equipment should be used for cooked and raw products.
- Cold food should be kept below 5 degrees, hot food kept above 60 degrees.
- Tables and preparation areas must be kept clean and sanitised at all times and regularly wiped down.
- Bread, onions and meat should only be removed from packaging when cooking and only in the amounts required at that time.
- No raw product should be kept uncovered or out of esky prior to cooking.
- Cooked onion can create a safety hazard for customers and community groups when dropped on the ground. To reduce this risk please ensure that onions are placed on the bread under the sausage when serving.
- Money should be handled by people not cooking or handling the food product.

Please complete, sign and return the attached confirmation letter.