



North Sydney Swimming Club
PO Box 766
North Sydney 2060
NSSC.racesecretary@gmail.com

Dear North Sydney Swimming Club

Congratulations! Your Club has been allocated the following Sausage Sizzle fundraising dates for **2011**

DATES for BBQ: 03/04/2011

NB. Please note due to the large number of requests for a BBQ that these are the dates available. Please get back to me by COB December 3rd if your group has difficulty with the date allocated.

Bunnings' trading hours on the weekends are **8am to 6pm and 7am to 9pm week days**. You are welcome to set up during those hours; we ask that your Sausage Sizzle is operational between **8.00am – 4.00pm** as a minimum, throughout the prime selling period.

This is an opportunity for your Club 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/sandwiches prior to **4.00pm** on the day, **you will be required to purchase more products**, continuing the Sausage Sizzle offer to customers until **4.00pm**.

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

Also attached is the items and conditions for your community BBQ

Please consider weather conditions, public holidays and long weekends

- 700 to 900 sausages (Sausages required to be purchased from reputable food safety accredited supplier)
- Loaves of bread or bread rolls (**Nb.** Please be sure to sell sausages with two pieces of bread)
- 30kg to 35kg> onions
- 15 litres condiments

On arrival at Bunning's please ask for the Duty Manager who will open the BBQ and inspect it is in good order prior to your day at Bunnings.

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

Kind regards

Mark Newman
Activity Organizer
Bunnings Warehouse Artarmon
71 Reserve Rd
Artarmon NSW 2064

Ph: 02 9462 0300

Fx. 02 9462 0399

Items required to conduct your Sausage Sizzle

Supplied by Bunnings Group Limited	Supplied by Community Group
Stainless steel BBQ unit	Sausages, bread, onion, condiments
Bunnings corporate Gazebo (if applicable)	Napkins, garbage bags, condiment bottles
Sand Bags (for gazebo) if applicable	Aprons, disposable gloves, paper towel Table Cloth
Fire extinguisher	Cooking utensils (tongs, spatula, knives)
Blackboard (display for price and group)	Tin spray on cooking oil
Gas	Cash Float (Recommend \$200)
Fresh water filled container	Cleaning equipment and detergents
Blow mould trestle table	Appropriate food grade storage containers
	Coolers with sufficient ice to maintain temperature of raw product below 5 degrees at all times
	Current Public Liability certificate, liability must extend to cover a fundraising at Bunnings Warehouse Artarmon. \$20,000,000

Please ensure the following conditions are adhered to:

<ul style="list-style-type: none"> ▪ Only sausages, onion, bread and condiments are to be sold at the sausage sizzle. Drinks can also be sold. 	
<ul style="list-style-type: none"> ▪ Pricing – the maximum sell price for the Sausage Sizzle is \$2.50, Soft drink cans \$1.50 	
<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 BBQ unit. 	
<ul style="list-style-type: none"> ▪ The Bunnings supplied BBQ's are to be used at all times. 	
<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"> ▪ 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 & located on the BBQ 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 BBQ area (minimum 3 meter egress). Please do not park or use the disabled car parks located close to front of the store. 	
<ul style="list-style-type: none"> ▪ All rubbish must be taken upstairs to the dock and emptied into the large dump bins. If you're unsure where this is please contact duty manager The area is to be left clean and clear of all cooking debris. Remove Gas bottle from BBQ on completion 	
<ul style="list-style-type: none"> ▪ Community group is to notify Bunnings of total funds raised on the day, or the next business day by fax or email only! 	
<ul style="list-style-type: none"> ▪ Any additional raffles or fundraising activity is not permitted, in the BBQ area. 	

Operating Procedure

- For 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 BBQ area.
- All persons working on the BBQ and handling food must wear food handling gloves.
- 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 sanitized 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.
- Money should be handled by people not cooking or handling the food product .Dedicated cash handler essential

Please complete, sign and return the attached confirmation letter which includes a copy of the procedures.

Dear BBQ user
WHAT TO DO & WHEN
Copy in BBQ

- ON ARRIVAL FIND A MANAGER /CO-ORDINATOR & INTRODUCE YOURSELF & YOUR GROUP
- BUNNINGS WILL SUPPLY A FULL GAS BOTTLE & UNLOCK BBQ LID & RE-LOCK (IN THE OPEN POSITION)
- TWO TABLES AND 4 CHAIRS SUPPLIED BY BUNNINGS (ask someone if you're not sure)
- MANAGER/CO-ORDINATOR WILL INSPECT BBQ IS CLEAN & READY TO USE
 - BBQ GROUP NAME TO BE PLACED ON CHALK BOARD
 - PRICES SET FOR SAUSAGES @ \$2.50, DRINKS \$1.50
- ADDITIONAL SIGNAGE WELCOMED ABOUT COMMUNITY GROUP, BUT NOT ATTACHED TO BUNNINGS BBQ
 - ALL BBQ VOLUNTEERS TO BE GLOVED
 - NOBODY UNDER 15YRS TO COOK
- MONEY HANDLER NOT TO DO ANY OTHER JOB OR TOUCH ANY FOOD
 - MINIMUM OF 4 SERVING

- WHEN FINISHED CLEAN BBQ TO THE SAME LEVEL AS YOU FOUND IT
All cleaning products to be provided by Community group
- REMOVE ALL RUBBISH TO DRIVE THROUGH, GARBAGE COLLECTION SKIPS (ask someone if your not sure)
 - HOT WATER AVAILABLE IN CLEANERS ROOM OR TOILETS (ask someone if you're not sure)
 - RETURN TABLES & CHAIRS TO SHOP FLOOR or OUR MEET & GREETER + REMOVE GAS BOTTLE. WE WILL INSTRUCT YOU WHERE THEY ARE TO BE STORED
- **ON COMPLETION OF ABOVE CONTACT THE DUTY MANAGER/COORDINATOR THEY WILL INSPECT THE BBQ FOR CLEANLINESS AND & UNLOCK LID & RE LOCK IN THE CLOSED POSITION READY FOR THE NEXT COMMUNITY GROUP**
- Please note if these procedures are not adhered to Bunning Artarmon have a zero tolerance policy which will be enforced.
- Failure to do any of the above will affect any future booking for this group & any other existing BBQ bookings will be cancelled.



Bunnings Warehouse Artarmon

Name of Organisation ·

Date of raffle

Funds raised before expense {

Funds made after expense

Please return this form completed, via internet/email, fax or post,
AS SOON AS POSSIBLE AFTER YOUR BBQ DATE:

artarmontrade@bunnings.com.au

Bunnings Warehouse Artarmon
Activities Organizer
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NSW 2064
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Fax: (02) 9462 03 99