**KBKA Tea Duties**

Firstly, thank you very much for volunteering by doing a stint on the tea and coffee rota. It is very much appreciated and the more people that offer the more the task is shared.

Below are guidelines which we hope will be helpful especially to those who are helping for the first time.

* Try to arrive at 7.00pm when the hall will be opened and this will give plenty time for you to set up.
* Useful to boil all kettles as you will need hot water for washing up. There is an emersion heater (switch to the right of the sink) but it tends to takes too long to heat up.
* Cups, saucers can be found in the cupboards below the

Counter, teaspoons are in a plastic container right of the sink..

* Supplies will be provided by Elaine Lewis along with a £25.00 float. The cost is 50p per cup of tea or coffee and includes a biscuit.

* Please clear up at the end of the evening: Crockery put away, Tea Towels hung up and surfaces wiped down.
* Please also switch off all electric sockets that you have used.

At the end of the evening, supplies and monies will be collected by Elaine.

Thank You for your help.