

FUNDRAISING AND SOCIAL BBQ's

BBQ bookings can be made through (on fixed dates only) via clubs@uqsport.com.au.

The hire of the space has been arranged in advance with University Security. These dates are not negotiable.

WHAT YOU WILL NEED FOR A BBQ ON CAMPUS

Please note this is not easy money – it is a bit of hard work. It needs to be a 'team effort' and at least 4 members of your Club need to be working in the operation of the BBQ at any one time. You need to be ready to start to sell for the first wave of students that leave class at 10am.

UQ SPORT CAN ORGANISE FOR YOU THE FOLLOWING (if required);

- 1 BBQ & gas bottle (please advise if gas appears to be running low)
- 2 Tables
- 1 Marquee
- 2 Trolleys to transport Marquee
- 1 BBQ Mat
- YOU will need to return the items to Building 33 (Synthetic Pitches) and returned to the storage room (photos will be attached). The key can be obtained from a UQ Sport staff member at the Fitness Centre.
- YOU need to bring with you 2 Eskys
- YOU need to bring with you 3 set of tongs, and 2 baking or tin trays and disposable wipes (Coles @ \$5 packet of 100). Disposable gloves for food handling.

FOOD

- Sausages; 350 – 400– depends on what time of the year
- You should aim to sell your Sausages to the Student Market for \$1.50 - \$2.00 each
- Onions; – 10kg per 400 sausages (purchase pre-cut prior as this is a time consuming task)
- Bread; 22 loaves (based on 19 slices of bread per loaf – not all are the same so check this out before you commit to volume), bread can be obtained for \$1 a loaf
- Tomato Sauce; 2 Litres
- BBQ Sauce; 2 Litres
- Mustard; 1 Litre
- Chilli Flakes; add a nice punch
- Serviettes; 4 packets (100 per pack @ (\$1.00)
- Drinks; 50 cans of Soft Drink. Consider if you are offering a combo deal and the weather. You may wish to increase to 70-100 cans
- Ice: 1-2 bags of Ice

LIMIT THE TYPES OF FOODS TO REDUCE FOOD SAFETY RISKS

In order to minimise food safety risks, groups are encouraged to limit food to the sale of only cooked sausages, commercially made hamburgers, bread, onions and sauce. All of the above ingredients must be purchased from a commercial food business and cooked on site.

Other foods such as chicken, vegetable burgers, salads such as lettuce or tomato, cannot be handled or sold without prior approval as these foods can contain food poisoning bacteria unless handled properly.

All meat must be transported from the store to the event in an esky or approved cold storage container with ice or several ice bricks to make sure it can be kept cold.

GOOD FOOD HANDLING PRACTICES

Any person handling food must have clean hands, wear a clean apron, tie back long hair, and remove jewellery where possible.

Hands must be washed:

- Before handling any food or putting on gloves
- After handling raw meat or garbage, and after a break
- After using tissues, or visiting toilet

It is important to have enough volunteers to allow different food handling roles to be given to different people. One person should handle the raw food, one to handle the cooked food and one to handle the money.

Gloves are required for people handling the cooked food in addition to using tongs and clean serviettes.

PROPER COOKING AND KEEPING FOOD HOT

- All meat must be thoroughly cooked and there should be no pink colour.
- Once cooked, meat must be kept hot at over 60 degrees Celsius; this is best achieved by leaving meat on the barbecue.
- Keep Foods Covered and Clean
- All food must be kept covered to protect food from contamination from dust, flies etcetera. A clean plastic container with a lid is a good idea for storing slices of bread.
- Handling Waste
- It is important that no fat or grease is left on the ground.
- Noise and Music
- Music and other noise is not permitted at BBQ sites, as it interferes with classes and daily business in surrounding areas, particularly in the core teaching area of campus. This includes shouting/hawking to attract business. Security will be actively monitoring this at all sites, to the extent, if noise complaints are received, Security will attend and have the BBQ closed.
- Please ensure all people who are handling food at your event have read this document.



UQ SPORT BBQ CLUB HIRE AGREEMENT

I/, _____ of _____ (Club) acknowledge that;

The club will only use the allocated area booked for them and cleared by Security. Failure to comply with the space restriction may result in the BBQ being shut down by Security.

Compliance with any direction from UQ Sport/ UQ Security or UQ Properties and Facilities is mandatory. Failure to do so may see a Club being suspended from further BBQ opportunities.

Clubs must ensure that they provide drip trays, metal buckets and ground sheets to avoid the spillage of fat onto University property.

If a Club leaves the area in an untidy state, resulting in UQ or UQ Sport Staff needing to do additional cleaning then they understand that they will be billed for the additional cleaning and venue hire privileges may be suspended until this is paid.

The Club is responsible for the safe and appropriate disposal of any rubbish and waste – this includes the contents of the drip trays produced by the BBQ. This does not include leaving items adjacent to a bin – they must be fully disposed of in a waste receptacle or taken off campus.

Any equipment that is not returned to the UQ Sport will require immediate replacement or payment; failure to do this will mean that this will be invoiced to the Club and venue hire privileges may be suspended until this is paid.

All equipment must be washed and cleaned; failure to do this will mean that a cleaning tariff will be invoiced to the Club and venue hire privileges may be suspended until this is paid.

CONDITION OF EQUIPMENT

If UQ Sport Ltd determines that the equipment is not in the same or better condition that it was loaned, it may repair or replace any piece or part of the equipment and the borrower will pay the cost upon receipt of invoice.

CANCELLATIONS

Clubs are to advise UQ Sport of cancellations no later than 24 hours before the event. All cancellations are to be received during normal business hours. Cancellations are to be emailed to clubs@uqsport.com.au and cc'd to AssetM@uqsport.com.au

Club Name _____

Club Member (print name) _____

Club Member (Signature) _____

Date: _____

UQ Sport _____