Guide to Refreshments for u3a meetings held in St Peters Church Hall.

- Tea, coffee, milk, sugar and biscuits need to be bought before the event. One litre of milk is usually sufficient. A mix of three types of biscuits. (Chocolate ones always go down well) Costs will be reimbursed through u3a upon presentation of a receipt to the u3a Treasurer.
- On the day of the event, arrive 15 minutes before refreshments are to be served to allow time to set up.
- Close the serving hatch, if open, to avoid people thinking you are ready to serve.
- Check the water boiler on the right of the serving hatch is functioning, otherwise the large kettle will need to be boiled for hot water for tea making.
- Fill and turn on to boil the small kettle on the lefthand side of the serving hatch. This is for coffee making.
- Cups and saucers are to be found in the wall cupboard adjacent to the hot water boiler on the right of the serving hatch. We normally lay out about 30 cups and saucers ready for tea and 6 cups and saucers for coffee.
- A jug for milk, bowl for the sugar, and plates for biscuits, can be found in the wall cupboards to the right of the cupboard housing cups and saucers. Teaspoons are in the drawer beneath the worktop at the serving hatch. These are then put at the front to allow people to help themselves.
- Six tea bags in the tea pot are usually sufficient; coffee is made as and when asked for.
- At the appropriate time open the serving hatch; this is best done from the front as the hatch is quite stiff.
- Serve teas and coffee as requested. If people just want a glass of water, the glasses are in the wall cupboard to the far right of the water boiler.
- After refreshments, close the serving hatch, wash up and put away all used crockery and cutlery. Wipe down the worktops and leave clean and tidy.
- Any residual tea, coffee, sugar to be kept for the next time. Biscuits and milk should be disposed of appropriately.