

## HOT DRINKS MINISTRY AT CREMATORIUM AND FOX COVERT

updated 01/2014

	CREM	FOX COVERT	NOTES	WHERE STORED
Gazebos	1	1		NSN storeroom
Tables	2	2		NSN storeroom
Water boiler	1	1		NSN storeroom
Pump pots	3	3		2 storeroom; 1 LMC; 3 Bold StreetMC
Coffee - ordinary	500-600 g	500-600 g		In bag
Coffee - decaff	100-200 g	100-200 g	Not much demand	In bag
Tea	200 bags	200 bags		In bag
Sugar	1kg	1kg	Take an extra bag just in case, quite variable usage	In bag: kept in plastic box which acts as sugar bowl
Hot chocolate (water)	1kg	1kg		In bag
Sweetners	1 pack	1 pack		In bag
Milk	4x4pints	4x4pints		Buy
Squash - blackcurrant	2l	2l		In bag
Squash - orange	2l	2l		In bag
Biscuits			Several packets or boxes	In bag
Disposable cups: insulated	250/day	250/day		In bag
Plastic spoons	Pack	Pack		In bag
Table cloths	4 pack	4 pack		In bag
Serviettes	Pack	Pack		In bag
Container for dead teabags, etc	1	1	Use plastic box	In bag
Container for spoons	1	1	Use plastic box	In bag
Basket for donations	1	1		In bag
J cloths	Pack	Pack		In bag
Tead towels	3	3		Own
Bin bags	Pack	Pack		In bag
Plastic bags	Pack	Pack		In bag
Extension lead	1	1	Ensure long enough esp for crematorium	Take own
Duct tape	Roll	Roll		In bag
Blu Tac	Pack	Pack		In bag
String	Roll	Roll		In bag
Clips to hold cloth on table	4	4		In bag
Rope to tie gazebo if necessary	1	1		In bag
SIGNS:				
Signs for entrance	/	4		In bag
Signs for gazebo/table	Set	Set		In bag
Donations sign	1	1		In bag
Flyers for NSB & NSC	Set	Set		Make

<b>SET UP</b>	Side of buildings, at front end, facing car park	In front of toilet block		
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**NOTES:**

The numbers of drinks made has been gradually rising to about 250/day/venue (Christmas 2013)

Duct tape does not stick well to gazebo facric so we make signs which we hang from the roof poles of the gazebo. All signs are laminated.

Expect wind and rain and prepare accordingly!

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	CREM	FOX COVERT
<b>TIMING</b>	10am - 3pm Christmas Day - till 1 or 2pm	10am - 3pm Christmas Day - till 1 or 2pm Main gate and office (elec supply) are locked at 3pm
<b>WARRINGTON BEREAVEMENT SERVICES</b>	At Walton crem: 01925 267731	
<b>ARRANGEMENTS:</b>	Power through window into Room of Remembrance which is opened even when no staff on site. Will there be any cremations on Christmas Eve?	Need to get power from office. Will there be any funerals on Christmas Eve?
<b>ROTA</b>	Start asking about 4-6 weeks beforehand. Need 3 or 4 people on at any one time. Warm, waterproof clothing.	
<b>SUPPLIES</b>	See separate sheet on this file Some helpers will bring biscuits and cakes One person brought packs of children's bubble mix on Christmas Day which was a good idea.	

<p><b>SET UP</b></p>	<p>POSITION OF GAZEBO: See plan below  Instructions are in the gazebo carry bags.  Erect it tight against the wall, use rope to tie it to drainpipe on RHS (when looking at front of gazebo), use guy rope into soil on LHS.  Put up a back canvas wall and put waterproof tarpaulin on top.  Put up 2 trestle tables.  POWER: Socket in Remembrance Room, take cable around the room and out the window at the front. Keep extension lead under cover.  Ensure no trip hazards inside room or outside.  SIGNS: Along top of gazebo tape - "Free Drinks" and "New Song Network". Tape others onto poles or sides of gazebo and leave some on tables. Put donation one with basket.  Take 2 of the pump pots to the crem already filled with hot water and use the third one (or an empty bottle) to fill up the waterboiler if you aren't able to carry the boiler filled. Water from tap as shown on plan.  For safety, pour hot water from boiler into pump pots and dispense from them into cups.</p> <p>DISMANTLE: If dry, pack away as well as you can. If wet, the gazebo cover, poles and all accessories must be dried before they can be packed away.  Clear away all rubbish</p>	<p>POSITION OF GAZEBO: See plan below. Instructions are in the gazebo carry bags. Put up a back canvas wall and put waterproof tarpaulin on top.  Tie it to railings.</p> <p>Put up 2 trestle tables.  POWER: From the office  SIGNS: Along top of gazebo tape - "Free Drinks" and "New Song Network". Tape others onto poles or sides of gazebo and leave some on tables. Put donation one with basket.  The signs which say "Refreshments available under the gazebo" should be attached to the railings and gates at the entrance. <b>Do not use duct tape.</b>  Take 2 of the pump pots to FC already filled with hot water and use the third one (or an empty bottle) to fill up the waterboiler if you aren't able to carry the boiler filled. Water from tap as shown on plan.  For safety, pour hot water from boiler into pump pots and dispense from them into cups.</p> <p>DISMANTLE: If dry, pack away as well as you can. If wet, the gazebo cover, poles and all accessories must be dried before they can be packed away.  Clear away all rubbish</p>
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