

PIZZA OVEN INFORMATION

Welcome to the Pizza Oven booking information. We hope that you find this process easy to use and helpful in support of your safe enjoyment of the oven. Please take time to read and understand all information and return your completed booking form to the Shop/Visitor Centre at Queenswood.

WHEN CAN I BOOK THE PIZZA OVEN?

The Pizza Oven is available for hire on Saturdays and Sundays and Herefordshire school holidays.

HOW LONG CAN I BOOK THE PIZZA OVEN FOR?

You will have exclusive use of the Pizza Oven from 10.30am to 3pm on the day that you have booked (we ask that you stop cooking at 2.30pm to allow the oven to cool down)

DO I NEED TO BRING MY OWN EQUIPMENT?

We will supply a kit consisting of:

- firewood
- kindling
- firelighters
- long matches
- safety gloves
- pizza peel (flat plat on the end of a pole to move your pizza in the oven)
- wood rake and hook
- ash shovel
- metal buckets
- broom
- cleaning cloth

Please bring whatever else you need in terms of food cooking equipment, cutlery & crockery etc.

HOW MUCH WILL IT COST?

The cost is £76.50 which includes the hire of the Pizza Oven, equipment, firewood (grown on site at Queenswood), kindling and fire-lighters.

WHEN DO I NEED TO PAY?

Full payment is due when the booking is confirmed. We also ask for a £20 cash deposit on the day of hire which will be given back to you on the safe return of all equipment and provided that the oven and surrounding area is left in the same condition that it was found in.

I HAVE NEVER USED A PIZZA OVEN BEFORE – HOW WILL I KNOW WHAT TO DO?

Instructions about how to operate the oven and some ideas about what you might like to bring to cook can be found at the end of this document.

HOW DO I BOOK?

Please complete the information at the top of the Booking Form and make sure that you sign the Terms and Conditions at the end.

We would ideally like 48 hours-notice of bookings but will do our best to be able to accept bookings without this much notice if we can (depending on staff availability).

IS THERE ANYTHING ELSE THAT I NEED TO KNOW?

You will be asked to sign a copy of the operating instructions and health and safety information before you start to use the oven. This is so that we can be sure that we have told you how to keep you and your guests safe.

We ask that you do not gather firewood from the Queenswood site to burn on the oven. The oven will work much better with the dry, seasoned wood that we supply as fallen wood on site may be too damp to burn and can be the home of insects and invertebrates.

Due to H&S consideration the oven is not to be used to cook raw meat (but cooked meat can be added to pizzas)

Parties can create large amounts of rubbish. We are trying to reduce our waste and you can help us by trying out some of these green ideas:

- Bring re-useable plates and cups
- Reduce, reuse and recycle and avoid plastic, disposable and non-recyclable materials where possible
- Please take rubbish home to recycle if possible (we are planning to install on-site recycling soon but it will help our volumes if you can recycle at home)
- Try to buy salad and fruit loose rather than in plastic bags
- If you need to use plastic bags for food – try using zip-lock bags that can be washed out and re-used

Unfortunately, we do not have washing up facilities on site that you can use so please bring something to take your dirty dishes home in.

Please note that we are not taking bookings for commercial use of the Pizza Oven

PIZZA OVEN BOOKING FORM

(please sign at the end on the day of hire)

Name:Phone no:

Date of booking:

Alternative date (if applicable):

PIZZA OVEN TERMS & CONDITIONS OF HIRE

Agreements with QW&BL Partnership (“the Partnership”) for the hire of the Pizza Oven located at Queenswood are subject to these Terms and Conditions of Hire (“the Hire Conditions”).

Undertaking of the Hirer

The Hirer undertakes to ensure that they have an understanding of the Hire Conditions for the time being in force.

Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions.

Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:-

- Being familiar with, and complying with, the guides provided for the use of the Pizza Oven
- Ensuring that the Pizza Oven is kept secure for the duration of the hire
- Supervision of the use of the Pizza Oven and the care of its fabric and equipment
- Ensuring that the Pizza Oven and surrounding area is left clean and tidy with rubbish removed from the site at the end of the hire
- Ensuring that all equipment has been returned to the visitor centre by the end of the hire period – having been washed down with the water provided
- Ensuring that all use complies with the Health and Safety guidance
- Ensuring that they and their attendees recognise the fact that the Pizza Oven is situated in a busy public area with others wishing to enjoy the site. The Hirer should ensure that their attendees conduct themselves accordingly by, for example not playing music or making other sounds at inappropriate levels. Ensuring that the purpose and conduct of the hire does not disrupt the use of the adjacent areas by other persons.

Health and Safety Guidance

The Hirer shall:

- Ensure that the safety gloves provided are worn at all times when operating the Pizza Oven
- Ensure that all participants are aware that the Pizza Oven and tools may be hot

- Ensure that children keep a safe distance from the Pizza Oven
- Only use the firelighters provided and NEVER use any other kind of accelerant e.g. paraffin or petrol
- Use the water in the bucket provided to cool hot tools
- No raw meat to be cooked

Use of Premises

The Hirer shall not:-

- Sub-let or use the Pizza Oven for any purpose
- Use the Pizza Oven or allow the Pizza Oven to be used for any unlawful purpose or in any unlawful way

Car Parking

- Vehicles are parked at owner's risk, and may be parked only in the marked spaces in the car park. All parking charges apply (please inform your guests)

Premises Licence and other relevant legislation

The Hirer is responsible for:

- Ensuring alcohol may not be served to any person under the age of 18 years.

The Hirer shall ensure that the users:

- Follow the Health and Safety guidance

Compliance with legislation relating to children or vulnerable adults

- The Hirer shall ensure that any activities at the Pizza Oven for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. **Child Protection Policies are the responsibility of the Hirer.**

Indemnity

- The Hirer shall indemnify and keep indemnified each of the staff/Trustees of the Partnership against:
 - the cost of repair of any damage done to any part of the Pizza Oven including the curtilage thereof
 - against all actions, claims, and costs of proceedings arising from any breach of these Conditions
 - all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Pizza Oven by the Hirer
- As directed by the Partnership, the Hirer shall make good or pay for all damage (including accidental damage) to the Pizza Oven and equipment

Accidents and Dangerous Occurrences

- The Hirer must report all accidents involving injury to the public to an authorised representative of the Partnership as soon as possible, and complete the relevant section in the Buildings Accident Book. Any failure of equipment, either that belonging to the Pizza Oven, or brought in by the Hirer must also be reported as soon as possible.

Interruption of Regular Bookings

- If a Hirer is a regular weekly user, the Partnership reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month, and at least four weeks' notice shall be given of such cancellation. The Partnership reserves the right to nominate a specified weekday evening as not being available for regular weekly bookings, so that priority can be given to monthly, or less frequent, bookings.

Cancellation by the Hirer

- Full payment for hire is required at the time of booking. If the Hirer cancels the booking the following refunds will be made
 - More than 1 week before the booking – full refund
 - Greater than 2 days but less than 1 week before the booking – 50% refund
 - Less than 2 days before the booking – no refund

Cancellation by the Partnership

- The Partnership reserves the right to cancel a hiring by written notice to the Hirer if they reasonably consider that:
- such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- unlawful or unsuitable activities may take place at the Pizza Oven as a result of the hiring, or
- the Pizza Oven has become unfit for the use intended by the Hirer
- In any such case, the Hirer shall be entitled to a refund of any deposit or hire fees already paid

Acceptance

- These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking, the Hirer is deemed to have accepted these terms and conditions.

<i>I accept that I have read and understand the hire conditions detailed above</i>		
Signature of hirer		Date
Name (block capitals)		
Signature of QW staff		Date
Name (block capitals)		

For office use only:

Equipment issue and return record					
	Issued	Returned		Issued	Returned
firewood		n/a	wood rake and hook		
kindling		n/a	ash shovel		
firelighters		n/a	metal buckets		
long matches			broom		
safety gloves			cloth		
pizza peel					

LIGHTING AND USING THE PIZZA OVEN

Lighting the oven is simple. Just remember that you need to allow enough time for the oven to warm up to pizza temperature. You know when that is by the fact that there is no longer any smoke, just hot gases coming off the fire. That will be between 1 ½ to 2 hours after lighting – be patient, it is worth it.

Only use the firewood provided by the Visitor Centre. It has been sustainably grown here on site and seasoned to reduce the moisture content.

You will need the kindling wood to start and the firewood to maintain the fire. Once the fire is going it is a good idea to add smaller pieces with the larger in order to maintain a flame and keep the fire going.

Using kindling, build a small 'Jenga' stack in the doorway of the oven - NOT inside the oven.



Build the stack over a firelighter. Take your time – don't rush. Light carefully using the long matches provided.

Allow the fire to get going before adding more wood.

Build a nice fire, and after 10 to 15 minutes move the fire a little further into the oven using the wood hook or rake. Move it about 5cm to 10cm into the oven. Add more wood.



Build a nice hot fire.

The idea is to allow the fire to put heat into the oven while it can still get air from the outside. After another 15-30 minutes or so, and still adding more

wood, you can move the fire further into the oven. You have to play this by eye: if the fire sulks then it needs more time in the doorway.

You will reach a point where the fire goes nicely when inside the oven. Air is being drawn in to feed it, and smoke and gases are exhausting through the chimney. Take your time – there is no substitute for time here.

Maintain a fire inside until the smoke starts to decrease. You should find the walls of the oven getting warmer. Once warm enough, a fire will keep running happily and give off little smoke.



At the right temperature, the oven will feel very hot and you will need to stand back and use the tools.



You are aiming to be able to have a fire running with no help or blowing.

Use the tools to push the fire towards the back and sides of the oven. Keep adding fuel, but don't overload it. Try and maintain a flame, rather than a smouldering fire.

Brush the floor of the oven with a SLIGHTLY DAMP (not soaking wet) brush – sweeping the ash to the left and right – to create a clean area where you can put your pizza.

Use the pizza peel to put the pizza in the oven. Watch it closely. You may want to turn the pizza to cook it evenly; use the wood tools and peel to turn the pizza, either while in the oven, or bring it out, turn it, and pop it back in. You decide when it is cooked enough. If the oven is cool, the pizza will take longer. If it's super hot, then you will have to make sure it doesn't burn!

When cooking pizza for a long time, you will have to add more wood to maintain the fire. Don't add lots – a little at a time, and use some kindling too. Think hot!

Once your pizza baking is done, let the fire burn itself out. Don't put any water into the oven – you could crack the floor stones.

Please stop adding any more fuel after 2.30pm to allow the oven to cool.

At the end of your session, please use a slightly damp brush to brush out the base of the oven and surround and ensure that the area around the oven is tidy. Return all equipment to the Visitor Centre and collect your deposit.

Health and Safety

- The safety gloves and long handled tools provided must be used at all times when operating the Pizza Oven
- Make sure everyone knows that the Pizza Oven and tools may be hot
- Ensure that children keep a safe distance
- Only use the firelighters provided and NEVER use any other kind of accelerant e.g. paraffin or petrol
- Use the water in the bucket provided to cool hot tools
- No raw meat to be cooked

PIZZA DOUGH AND PIZZA BAKING

There are lots of tips on the internet about making pizzas and cooking them on wood fired ovens. The following recipe is based on one from the Fabulous Pizza Oven Company. Have a look online for other ideas.

Here's a simple pizza dough recipe as a starting point for experimentation and is VERY quick and easy. Makes around 24 individual (approx 8") pizzas. Multiply everything up for larger quantities:

- 1.5kg organic strong white flour
- 21g quick dried yeast
- 30g salt - avoid table salt if you can
- 3 tbsp good olive oil
- 975ml warm (not hot) water

In a large bowl, combine the flour, yeast and salt and mix well.

Add olive oil, and steadily add the water, mixing with a large spoon as you go - incorporate all the flour. You'll soon get to a point where the spoon won't work for you, so it's time to get your hands in.

Tip it out onto a work surface and work the dough, gathering all the flour into the mix. Keep going until it is thoroughly mixed and consistent. This takes about 10 minutes.

Put the ball of dough back in the bowl and cover with cling film (or plastic boxes which can be re-used).

Pop on a lid and place somewhere warmish. No need to give this mix encouragement - it will soon start rising. It is not necessary to add any sugar, but you can add a tablespoon to accelerate the rise (food for the yeast).

No need to knock it back before using, just make the dough a couple of hours before it is needed.

Then grab a piece about the size of a lemon - you'll get a feel for how much you need - flour your board and roll nice and THIN. It will spring back a bit, but keep rolling

Tip: Making sure that the base is nice and floury will help when it comes to sliding it off the pizza peel into the oven.

Add your toppings - less is more here - and you're good to go.

Some favourite topping combinations include passata, fresh basil and fresh mozzarella, or sea salt, fresh rosemary and a generous slug of a good virgin olive oil. Just the thing to go with a nice glass of Wildlife Trust Orchard Origins apple juice (available in the Visitor Centre)!

Alternatively, you can use a mix of 50/50 spelt flour/strong white for a nutty taste – or 100% spelt.

When ready to cook place it onto the lightly floured pizza peel and follow the Lighting and Using the Pizza Oven instructions.

Experiment and have fun!

