

BS4 Repair café event launch list

<https://greaterbrislington.org/get-involved/bs4-repair-cafe/>

1. Send a message the what's app group to see who is available for the next cafe. Reach out to other local Repair Cafes if numbers are low
2. Post the event (with photos) on the BS4 Repair Cafe FB page and share (a couple of times, depending on the number of volunteers) this with
Brislington Community
St Annes Community
BS4 Connect
Bristol Repair Cafes
- 2a. A FB admin and answering questions from random people who contact us
3. Liaise with St Cuthbert's over future bookings.

Key Holder Job – first in, last out

Collect keys from key box behind front wall of 16 Wick Crescent (ask Carol for code)
Open hall at 9.30
Ensure tables and chairs are put away, kitchen is tidy and floor is swept
Remove black rubbish bag
Lock up and return keys to key box
(Bring Green bag and Yellow bag – store until next café – could be someone different)

4. Pick up the keys and arrive by about 9:30 for the 10am start to set up tables and chairs, put on heating and put out all the signs etc

Café Job

Bring 2 pints of milk and 2 tea towels

Open hatch
Display Price List
Hang a black sack on the kitchen door
Make teas, coffees and squash as required – free for volunteers – charge customers
Black current in fridge
Use kettles, crockery, cutlery, washing up liquid and cloths from kitchen
Wash up, put everything away and leave kitchen as found
Count money taken
Communicate/replenish if any of the supplies in the green bag or if the black current is low/missing

5. Ensure that everything is away and the hall is swept and clean and locked again by 12:30 and drop off the keys

Everyone

Set up tables and chairs
Assemble signs and put around church
At end – wipe tables
Put away tables and chairs
Sweep floor
Key to broom cupboard hangs on hook inside hall by door
Collect and disassemble signs

6. Keep a record of the money and pay the rent.

Reconciling money Job

Pay £36 rent to Anne Bannerman when she calls in, collect receipt

Give a float to donations tin and café if required

Collect and count money from donations and café

Log transactions in blue notebook and reconcile cash

File receipt in back of blue notebook

post summary of accounts to the group WhatsApp after the Café

7. Look after the tea and coffee (Green) bag and the other (yellow) Repair Cafe bag for set up between cafes and ensure that they appear at the hall each time.

Contents of Green Bag – kept in kitchen during café

Laminated Price list

Tea bags

Instant coffee tin

Sugar

Biscuits

Black bin sacks

Ice cream tub of cash

Contents of Yellow Bag

Flip chart paper

Cardboard tube with metal stakes

Box of signs

Blue notebook

Donations tin

Clipboard, pen and log sheets

Cardboard envelope - scissors, glue, sticky tape, marker pens, hand sanitiser, blu-tac, post-it notes

Extension lead

Briefing /Disclaimer sheets

Various leaflets

Contents of Repair Box

Repair Café toolkit <https://store.ifixit.co.uk/products/pro-tech-toolkit-europe>

Soldering iron

Tapes - Glues

Bulbs

Wire + connectors

Sandpaper



Every third Saturday of the month



in 2024

(except August and December)

10 am – 12 noon



St Cuthbert's Church Hall, Sandy Park, Brislington BS4 3PG

Repair Cafés are regular events where you can bring your broken stuff to try and fix it. Our friendly volunteer repairers will help with simple repairs and give you the opportunity to learn alongside them while they try to fix your item.

We repair electrical and mechanical items, clothing, textiles and more ...

If you have something that may help us with fixing your item such as matching wool, wood or specialist glue, please bring it with you.

Can you help? More volunteer repairers always needed.

FREE event but CASH donations welcome to support this Repair Café.

Find out more www.facebook.com/BS4repair

Refreshments available