

The Otley Larder - Request for Produce

Our larder is happy to support community events by sharing produce when possible. However, our stock can vary, and our priority is to ensure enough food for our regular customers who visit the larder. This form allows us to understand your event needs and assess our ability to contribute.

If you're interested in using produce from our larder, please fill out the details below, including information about your event, estimated attendance, and a list of requested ingredients. We ask that, where possible, you consider making a donation to support our efforts.

Please note: If you are also interested in volunteer assistance to help with food preparation for your event, there is an option to request this in the form.

Thank you for considering Otley Community Larder to help make your event a success!

Please return this at least 14 days before your event.

** Indicates required question*

1. Email *

2. **Event Name and Description:** *

What is the purpose of the event, and how does it serve the community?

3. **Type of Event:** *

Please select the type that best describes your event (e.g., community meal, fundraiser, private gathering, educational workshop, public celebration, etc.). If none apply, please describe the event in your own words.

Mark only one oval.

- community meal
- fundraiser
- private gathering
- educational workshop
- public celebration
- Commercial event
- Other: _____

4. **Date and Time of the Event:** *

When will the event take place?

Example: January 7, 2019 11:03 AM

5. **Event Location:** *

Where will the event be held?

6. **Estimated Attendance:** *

Approximately how many people will you be feeding?

7. Will this be a regular request? For example, 'yes, weekly' 'yes, every 8 weeks or so' yes, end of every month'

Mark only one oval.

- Yes
 No
 Maybe

8. Please elaborate.

9. **Are you requesting produce to be picked up in advance or on the day of the event?** *

Mark only one oval.

- in advance
 on the day
 not sure yet

10. If in advance, please specify when you will be picking up your produce. Tuesdays, 10.30-12 & 2-5.30, Thursdays 6.30-7.30 & Saturdays 10.30-2 work well for us as, we have volunteers available in the building at those times. Please state dates / times you are available.

11. **What categories of food are you wanting to use? ***

Check all that apply.

- fruit
- vegetables
- sweet snacks
- savoury snacks
- Other: _____

12. **How flexible are you with the types and amounts of produce you receive? ***

*Due to stock fluctuations, we may not always have exact items or quantities.
Please indicate if alternatives would be acceptable.*

Mark only one oval.

- Very flexible
- A little flexible
- Not at all
- Other: _____

13. **Please tell us about the kinds of items you are looking for. For example 'fruit that can be stewed down', 'veg that can be put in a soup' 'making a large pasta sauce' 'biscuits for volunteer day' ***

14. If you have a specific recipe in mind, it may be that we can only provide some of the ingredients. Alternatively, we can provide a list of available ingredients to you, and you can work out a recipe around what we can offer. Please tick the relevant box *

Mark only one oval.

- Yes, send a list please. We will work around what you have
- We will send the larder a list of items and take whatever you have available.

15. **Are there any specific dietary requirements or preferences for your event?** *

Please list any particular dietary needs, such as vegetarian, vegan, gluten-free, etc.

16. Contribution and Support *

Would you be willing to make a donation to help cover the cost of the produce?

(Our community larder relies on donations to operate sustainably.)

Mark only one oval.

- yes
- no

17. If yes, how much are you willing to contribute? *

18. **Could you help promote the larder at your event?** *

For example, by displaying a poster or mentioning us in social media or materials? If yes, please specify if you would like us to put some flyers in your box.

19. **Other Information** *

Are there any other organisations or sponsors involved in your event?

This helps us understand the community impact and collaborations involved.

20. **Contact Information:** *

Please provide the name, phone number, and email of the person coordinating this request.

21. **Have you requested produce from our larder before?** *

This helps us track usage and support fairness among requests.

Mark only one oval.

Yes

No

22. Please elaborate *

23. Thank you for your request. Is there anything else you think we should know about your event? *

24. Thank you for filling out our request for produce form. We appreciate how much value the larder can bring to the community and hope we can help. We have a lot of requests, and we also need to run our larder smoothly, therefore we may not be able to help everyone unfortunately. If you don't hear from us within 10 days, please email larder@otley2030.com. Please indicate how you'd prefer to be contacted. *

Mark only one oval.

- Email
- Phone call
- WhatsApp
- Don't mind

