

# All Occasions Party Rentals, Inc.

*From Moments to Milestones ... We Rent for Your Event!*

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## Coffee Urns

### Precautions:

- Be sure the switch is turned off before plugging the urn in. If the machine has no switch, make sure the coffee urn contains water and coffee grounds before plugging it in.
  
- Do not leave the coffee urn plugged in when it is not being used.
  
- Coffee urns should always be unplugged before cleaning.
  
- Don't let the cord touch hot surfaces or hang off the edge of the counter or table.
  
- Make sure the lid, filter and stem are properly attached before coffee urn is plugged in. No part of the coffee urn should be removed during the brewing cycle.
  
- Do not use coffee urns outside, immerse them in liquid or place them near a gas burner or oven.
  
- Do not touch the coffee urn when it is hot. Use the handles or the knob of the lid.
  
- Never allow children or anyone who is incapable of operating the unit to do so.

### Making the coffee:

1. Always place the coffee urn on a dry, level surface.
2. Be sure your hands are dry.
3. With the filter and the stem removed, fill the coffee urn with **COLD** water to the desired cup level. Marks on the side of the urn show cup levels.
4. Press the stem into the heating unit "well" in the bottom of the urn; slide the filter onto the stem. Fill the filter with coffee grounds. Always use percolator or coarse grind coffee grounds as fine or regular grind may go through the filter. Do not let any grounds get into the stem opening.
5. Plug the urn in and flip the switch if there is one. Brewing time is approx. 1 minute per cup of coffee.
6. The coffee urn will stop perking automatically. Coffee is ready to go when the light on the base glows. Before serving, use a heat pad to carefully remove the stem and filter containing the grounds. Rinse the filter and stem and replace the lid, making sure it is locked in.

**Water and coffee measurements:**

**36 Cup** (Apprx. brew time: 1 minute per cup)

<b>Water Level</b>	<b>Strong</b>	<b>Mild</b>
36 cups	3.25 cups	2 cups
30 cups	2.75 cups	1.75 cups
24 cups	2.25 cups	1.5 cups
18 cups	1.75 cups	1.25 cups

**55 Cup**(Apprx. brew time: 1 minute per cup)

<b>Water Level</b>	<b>Strong</b>	<b>Mild</b>
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55 cups	5 cups	3.5 cups
45 cups	4 cups	2.75 cups
35 cups	3.25 cups	2 cups
25 cups	2.25 cups	1.5 cups

**100 Cup**(Apprx. brew time: 1 hour for full pot or 1 minute per cup for partial pot)

<b>Water Level</b>	<b>Strong</b>	<b>Mild</b>
100 cups	8 cups	6.25 cups
80 cups	6.5 cups	5 cups
60 cups	5 cups	4 cups
40 cups	3.5 cups	2.5 cups