

KITCHEN RENTAL APPLICATION & AGREEMENT

The NW Regional Food Hub / The Mid-Columbia Market at the Hub

Date: _____ Member #: _____

Applicant name: _____ Company name: _____

Email address: _____ Business telephone: _____

Address: _____ UBI: _____

City: _____ State: _____ Zip: _____ Business type: Sole proprietorship LLC Corporation

Type of business (please check all that apply)

Specialty food producer Caterer Vendor

Other, specify _____

Home telephone: _____ Emergency contact: _____

Cell phone: _____ Emergency contact phone: _____

INSURANCE

The applicant shall procure and maintain for the duration of the Agreement, Insurance against claims for injuries to person or damage to property, which may arise from or in connection with use of the facility.

- The NW Regional Food Hub / The Mid-Columbia Market at the Hub ("The Hub") reserves the right to request prior proof of insurance and/or additional insurance when the rental use involves a higher risk activity or serves food or beverages. The Applicant shall provide certificate of insurance evidencing the following:
- General Liability insurance covering the facility products-completed operations, and contractual liability. The Hub shall be named as an insured on the Applicant General Liability policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- The insurance policy shall contain, or be endorsed to contain that the Applicant's insurance coverage shall be primary insurance as respect to The Hub. Any insurance, self-insurance, or insurance pool coverage maintained by The Hub, shall be in excess of the Applicant's insurance and shall not contribute to it.
- Reservations/scheduling to use the kitchen are not finalized prior to receipt of insurance and deposit.
- Insurance is to be placed with insurers with a current A.M. Best rating of not less than A.

Does your coverage meet the standards as specified? Yes, go to 1a. No, go to 1b.

1a. If yes, please attach current Certificate of Insurance with The NW Regional Food Hub / The Mid-Columbia Market at the Hub listed as an Additional Insured.

Insurance carrier:	Policy #:
Expiration date of coverage:	

1b. If no, you will not be allowed to reserve the kitchen or sell product at The Hub until this coverage is in place.

Date that insurance will be in place: _____

What is the total number of people on site with you during this rental? _____

Please note: The Hub requires that all food service workers as defined by WAC 246-217-015 obtain a food worker card within fourteen (14) calendar days of working at the Hub in any capacity. Prior to obtaining a food worker card, the Hub requires that the individual be supervised by someone with a current Food Worker card. If a person is going to function long term as an assistant to the applicant, they must be covered by the applicant's insurance for all claims for injuries to person or damage to property which may arise from or in connection with use of The Hub facility.

I understand, will abide by, and agree with this policy. Please initial _____

KITCHEN RENTAL FEES FOR SMALL BUSINESSES

Check	Description	Per hour	Per half day	Per day	Per Month
<input type="checkbox"/>	Class usage (non-member)	\$25	\$95	\$165	
<input type="checkbox"/>	Class usage (member)	\$15	\$55	\$100	
<input type="checkbox"/>	Short-term kitchen rental (non-member)	\$15	\$55	\$100	
<input type="checkbox"/>	Short-term kitchen rental (member)	\$10	\$35	\$65	
<input type="checkbox"/>	Long-term kitchen rental - Part-time (members only)	\$10	\$35	\$65	\$200
<input type="checkbox"/>	Long-term kitchen rental - Full-time (members only)	\$10	\$35	\$65	\$350

- All reservations/scheduling of the kitchen requires a two (2) hour minimum rental.
- Damage deposit is \$250 (non-members), \$100 (members).

The Hub is entitled to deduct from the applicant's deposit any applicable deductions for non-payment or damage to equipment. Charges for cleaning may include \$25.00 For each used area in kitchen not left clean at the end of said use, including, but not limited to the following: reach-ins, range, convection oven, dishwasher, stainless steel tables, surrounding floors, storage areas, & bathrooms. Applicant is responsible for loss or damage to said property, equipment, and supplies.

- Per day fees are equal to eight (8) hours.
- For long-term kitchen rental per month fees (member only), part-time is equal to ten (10) hours per week.
- For long-term kitchen rental per month fees (member only), full-time is equal to twenty (20) hours per week.
- Please be aware that there may be multiple users at any given timeframe. Scheduling may be adjusted to reflect single-use requirements.

Briefly describe the food product(s) you plan to prepare in the commercial kitchen:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

List ingredients that you will use to prepare your food product(s). Use additional sheet if necessary.

Are any of your ingredients organic or organically grown? If yes, please describe.

Is your produce (if applicable and available) locally grown?

What equipment do you require to prepare your product? Please be specific.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Please note: Applicants that need to use specialty equipment not provided by the Hub will be able to store specialty equipment on a space available basis. If the board or kitchen manager deems there is not enough room to safely store the equipment, it must be removed from the facility after each use. Equipment that is stored at The Hub needs to be prominently labeled as belonging to the applicant, cleaned, and secured after each use. Specialty equipment not owned must be privately insured for loss, theft, damage, and any injury incurred in its application and use. Any offer of sharing the equipment with other applicants is at the express risk of both parties involved and does not fall under this agreement.

I understand, will abide by, and agree with this policy. Please initial _____

What day(s)/hours do you wish to use the commercial kitchen? Please check all that apply. Note: Minimum of 2 hours per use. This information will be used for initial scheduling. Ongoing scheduling of time will be done on a month-by-month basis.

	From	To	Notes
<input type="checkbox"/> Monday			
<input type="checkbox"/> Tuesday			
<input type="checkbox"/> Wednesday			
<input type="checkbox"/> Thursday			
<input type="checkbox"/> Friday			
<input type="checkbox"/> Saturday			
<input type="checkbox"/> Sunday			

Note: Preparers of hot food items to be prepared and sold at The Hub as hot, will be given preference while market is open.

What alternate time do you prefer if you cannot be scheduled at your desired time?

	From	To	Notes
<input type="checkbox"/> Monday			
<input type="checkbox"/> Tuesday			
<input type="checkbox"/> Wednesday			
<input type="checkbox"/> Thursday			
<input type="checkbox"/> Friday			
<input type="checkbox"/> Saturday			
<input type="checkbox"/> Sunday			

PACKAGING/PRESENTATION

Please describe the type of packaging you will use for your product(s):

Is your packaging recyclable? Yes No

Is your packaging re-usable? Yes No (If yes, what is your plan for packaging return guarantees and sterilization?)
NOTE: Please refer to code requirements on Page 5 regarding use of reusable packaging.

Is your intent to sell your product in retail at The Hub? Yes No

Please note: that all products for sale via The Hub's store are subject to approval based on the specific demographic served by The Hub – both by reputation and customer understanding. These decisions will be made by membership and/or the board.

Will you be serving your product unpackaged? Yes No

If so, please provide your plan for service of your product(s). Please include cost considerations for service implements and/or barrier tools (i.e. wax paper squares, tongs – including sanitization, etc.), as well as consideration for requirements around proper Food Handler's permitting for volunteers or staff who will be serving products.

Please provide your plan for labeling/dating/securing product after retail is closed.

LICENSING

City of Richland Business License
City Hall, 505 Swift Blvd, Richland, WA 99352
Ph: (509) 942-7313

Benton Franklin Health District
7102 W. Okanogan Place Kennewick Wa.99336
509-460-4205 or 800-814-4323

OR

Washington State Department of Agriculture Food Safety
P.O.Box 42591 Olympia, Washington 98504-2591
360-902-1876

PLEASE CHECK ALL THAT APPLY

Do you have a current Washington State Food Worker card? (required) Yes No

Do you have a current Washington Department of Agriculture Food Processor Permit? Yes No

Do you have a current Benton Franklin Health-District food establishment permit? Yes No

Do you have a current City of Richland business license? Yes No

Please note that if you answer No to any of the above items and that specific licensing (as defined by the representing agency) is required for you to produce items in The Hub kitchen and/or sell items in The Hub’s retail store, you will need to obtain this licensing prior to your application approval.

Please provide a copy of each applicable permit to kitchen manager with your application.

INDEMNIFICATION AND HOLD HARMLESS

By signing below, the Applicant agrees to defend, indemnify and hold harmless The NW Regional Food Hub / The Mid-Columbia Market at the Hub, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the facility or from which any activity, work or thing done, permitted or suffered by the applicant in or about the facility, except only such injury or damage as shall have been occasioned by the sole negligence of The Hub.

Applicant’s Signature: _____ Date: _____

AGREEMENT TO ABIDE BY RULES AND REGULATIONS

The person signing this agreement represents The NW Regional Food Hub / The Mid-Columbia Market at the Hub and that he/she has full authority to sign such contracts and in the event that he/she is not so authorized, he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the Applicant and The Hub. I have read all the attached printed rules and regulations for use of The Hub. I understand and plan for the company I represent to comply with all the above printed rules and regulations. I will be physically present at The Hub at all times when the kitchen is in use under this agreement and will not provide security access codes or access to persons not expressly contracted with in this agreement.

Applicant’s Signature: _____ Date: _____

To help the Hub facility run efficiently, clients are required to comply with certain rules:

1. An immaculately clean kitchen is required to keep The Hub Kitchen up to the requirements of the Department of Health and The Department of Agriculture. Please make sure all surfaces, including floors are left spotless when you leave. Please recycle and compost where possible and make sure all trash has been properly bagged and placed in outside garbage bins for collection. The Hub Kitchen will supply cleaning equipment, trash bags, soaps, and cleaning supplies. Please let us know, when you arrive, if there is any sanitations problem or cleaning supplies are low.
2. Clients will provide reasonable cooperation with The Hub volunteers and staff.
3. All privately owned equipment, ingredients, and supplies must be labeled and stored appropriately. Unlabeled items will be considered property of The Hub and available for use by all kitchen users, volunteers and staff. If you damage any equipment by improper use, you will be responsible for replacing it.
4. As per Health Department code and as a general safety consideration, children and pets are not allowed in the kitchen, production areas or basement. WAC 246-215 2-103.11(B) "Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage or warewashing areas, except that brief visits and tours may be authorized by the person in charge if steps are taken to ensure that exposed food, clean equipment, and linens; and unwrapped, single service articles are protected from contamination."
5. In general, the applicant will not permit unusual or loud noises and/or odors to be produced in the kitchen if such noises/odor offend or disturb other occupants of The Hub's kitchen or retail spaces.
6. Leased premises shall not be used for lodging or overnight occupancy.
7. No firearms, intoxicating drugs, explosives, fireworks, radioactive, or potentially contagious/hazardous materials will be permitted on The Hub property without disclosure and specific permission from The Hub volunteers and staff.
*The Hub follows all laws put forth by the State of Washington and defers first to those laws and second to the rules and policies put forth in this agreement.
8. The Hub maintains a zero-tolerance policy on any drug use or sale on the property. Volunteers and staff should report suspicious behavior to the appropriate authorities and follow instruction from them.
9. Key code or key access to The Hub facility is provided to the signer of this agreement and may be revoked at any time. The signer will not transfer, share or provide access to others who are not explicitly named in this agreement/contract.
10. Any changes to menu, packaging, and offerings will be approved through the appropriate Health Department and Department of Agriculture licensing agencies prior to their production or sale at the Hub or elsewhere.
11. Use of the Hub kitchen does not constitute approval to sell product(s) in the Hub's retail store. Separate approval is required. Menu of approved items must be presented one week prior to offering item to allow for adequate promotion.
12. Canvassing, general solicitations, or distribution of political, religious or cause literature are not permitted.

Packaging/ Presentation note from Page 2: Food code (WAC 246-215) states that containers that are taken home may not be re-filled with a potentially hazardous food. Allowable exceptions to this include dry goods, baked goods and other non-perishable foods. The only exception to the "potentially hazardous food" is milk (e.g., re-fill able latte cups).

Please note all opening and closing procedures as listed in The NW Regional Food Hub / Mid-Columbia Market at the Hub's Policies and Procedures Manual.

I agree to comply with these rules and guidelines and will ensure that all persons working with me will have knowledge of and comply with these guidelines.

I agree to support and promote the mission of The NW Regional Food Hub / Mid-Columbia Market at the Hub:

We work together as a community to support the farmers, producers and small businesses in the Mid-Columbia region by providing a shared production kitchen and a co-operative retail store where consumers can shop directly from producers in a single location. We work together to Grow Local!

Applicant's Signature: _____ Date: _____