

Kitchen Rental Agreement Contract & Terms

This Agreement is for the Rental of Space in *The Commercial Kitchen Name*
located at _____

Renter Name: _____

Business or Organization Name: _____

Address: _____ City: _____ Province: _____

PC: _____ Email: _____

Home Phone: _____ Mobile Phone: _____

Details of agreement

1. Please describe the products you plan to produce at the commercial kitchen:

Please check the category that applies to you:

- Caterer/personal chef
- Preparing high risk product for farmers' market, craft sale etc
- Farmer, adding value to produce (bagged, chopped vegetables etc)
- Specialty food processor for retail
- Other, please describe in detail: _____
- Your products require a Scheduled Process. (Acidic foods such as pickles, relishes, chutneys, etc.)

2. Equipment Requirements: _____

The renter shall furnish their own bowls, utensils, towels, pots and pans necessary for their process unless otherwise agreed. Special notes: _____

3. Storage (space required in freezer, refrigeration and/or cupboards/lockers):

- Dry Ingredients: _____
- Raw product: _____
- Finished product: _____

Note: When processing is completed for the day, renter must remove their equipment from the kitchen or store it in a rented storage space in the kitchen. All stored items must be properly washed and sanitized.

4. Rental Time and Charges:

- a. Fee per hour: _____
This rental amount includes basic kitchen rental, utilities and usage of identified equipment.
- b. Additional Storage Space Fees: _____
- c. Weekly/Monthly Rate Available: _____
- d. The starting time and ending time for each day of the week you wish to use the kitchen.

	Start time:	End time:
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

5. Damage Deposit: _____

The damage deposit will only be returned to the renter if the kitchen is left in the same condition as it was upon arrival.

6. Cancellation Policy: _____

7. Liability insurance amount: _____ (Attach copy of policy)

8. Food Safety Standard Operating Procedure:

- Renter must hold a Safe Food Handling Certificate; attach copy.
- It is also the renter’s responsibility to ensure that the kitchen is left in a sanitary and orderly state at the end of the rental period. Note any specific cleaning and sanitizing details for the space and each piece of equipment being used:

9. Inspection Agency (Regulatory body issuing permit, attach permit):

____ Manitoba Health

Inspectors name & number _____

____ Agriculture and Resource Development

Inspectors name & number _____

10. **Security Policy** (i.e. entry and locking up facility): _____

11. **Garbage Disposal:** _____

All trash in and about the facility must be removed on a daily basis and placed in trash receptacles located outside the building.

12. Payment Details:

The renter shall pay to *The Commercial Kitchen Name* the rental amount calculated for above fees and allotted times in 3) a. and b.

Payment will be made on _____

After 48 hours, any reserved kitchen time may be cancelled if no payment is received.

Payment Method: _____ Cheque _____ Cash _____ Credit

A refundable damage deposit in the amount of \$_____ has been deposited by the renter *with The Commercial Kitchen Name*.

Additional Terms:

- Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the kitchen.
- Renter is solely responsible for supervising all individuals in the kitchen during your rental time.
- *The Commercial Kitchen Name* shall maintain the kitchen in a sanitary and orderly state and ensure that all equipment available to the renter operates to all applicable health and safety standards.
- If a renter is found to be processing from home or in any other kitchen while claiming to be working from *The Commercial Kitchen Name*, the department that issued your processing permit will be notified.
- Under no circumstances shall the renter allow any other organization or individual to use the kitchen for the period which the renter has contracted.
- Smoking is not permitted in the facility.
- *The Commercial Kitchen Name* reserves the right to evict individuals from the facility at any time if their conduct is deemed to be destructive or detrimental in any way.
- Renter agrees to abide by the above rules, and agrees that upon violation of the rules, *The Commercial Kitchen Name* has the option to terminate this rental and demand that tenant vacate the premises.

The Commercial Kitchen Name Rental Contract & the terms of this agreement shall be reviewed on,

Date: _____

I, the undersigned, hereby acknowledge that I have read, understood and agreed with the above:

Signature of the tenant: _____

Date: _____