

Member-Owner Kitchen Rental Application

Thank you for your interest in using our commercial kitchen space! This application is intended for one-time kitchen use by Co-op Member-Owners for production of food items intended for personal consumption (i.e. NOT for sale to the public), or for sale exclusively to WHFC customers. If you are interested in participating in our small food business Incubator Program, please see the Incubator Application for further instruction.

(First Name) (Last Name) (Member-Owner ID #)

(Street address) (City) (State) (zip code)

(Phone #) (email address)

Fees & Availability

The Co-op kitchen is available to member-owners for hourly, full, or half-day rentals at the rates indicated below. The rental fee is waived for members who opt to sell their products through WHFC via consignment, in which case, renter will be charged a consignment fee percentage and an equipment deposit. Please see "Consignment Contract".

Please select your rental package below:

- \$15/hr - Hourly Rental (1 hour minimum) available Tues. - Fri. 3:00pm - 7:00pm

Please indicate # of hours needed: _____

- \$60 - Half Day Rental (4 hours) available Tues. - Sat. 3:00pm - 7:00pm, Sun. 9:00am - 7:00pm
- \$120 - Full Day Rental (8 hours) available Sun. 9:00am - 7:00pm ONLY
- I wish to sell my products via consignment.

Please provide the date for which you wish to rent the WHFC kitchen: _____

Please keep in mind, rental dates are scheduled a minimum of one week out. A member of management will contact you to schedule your rental date.

Equipment & Accommodations

Rental of the Co-op's commercial kitchen space includes use of available equipment and storage. Please indicate which, if any, of the available accommodations you will require during your use of the Co-op Kitchen.

Select all that apply:

- Gas Range
- Double Stack Convection Oven
- 6 Qt. Stand Mixer
- Food Processor
- Blender
- Prep table (only select if you anticipate using more than one table)
- Cold Storage
- Freezer Storage
- Dry Storage

Please list any special/additional equipment that you intend to bring with you:

For what purpose do you intend to use the kitchen?

Will you be bringing anyone to assist you?

- Yes (we ask that you limit your crew to ONE additional person)

Please provide their name: _____

- No

How did you hear about our Member-Owner Kitchen Rental Program?

- Social Media (Facebook, Instagram, etc.)
- WHFC Newsletter
- Employee Referral
- Member Referral
- Radio
- Other: _____

Wholesome Harvest Food Co-op
30 W Main Street
Frostburg, MD 21532

Rental Agreement Contract *(official use only)*

Parties:

This rental agreement (hereinafter referred to as "Agreement") is entered into by and between Wholesome Harvest Food Co-op (WHFC) and _____ (hereinafter referred to as "Renter"), effective as of _____.

The renter hereby agrees to pay WHFC the rental fee and/or deposit amount mentioned in this document and amendments on or before the effective date of this agreement to lease the commercial kitchen space provided by WHFC located at 30 W. Main St. Frostburg, MD.

Term:

The effective date of this agreement is _____ and will end on _____ after an initial rental period of three months, after which the parties may agree to extend the rental period for an additional amount of time as agreed upon by both parties.

Premises, Use and Occupancy:

The premises which are to be rented are located at 30 W. Main St., Frostburg, MD. The premises are to be used only by the renter and only as scheduled.

Cost and Payment:

The renter is responsible for paying the rental fee of \$_____ due on _____ before access to the premises will be permitted.

Or

The renter is responsible for paying the total security deposit of \$_____ due on _____ for coverage of equipment and key use before access to the premises will be permitted. Such security deposit will be returned to the renter upon termination of the rental agreement, provided that terms and conditions below are followed as agreed upon.

Payment can be made via check or money order payable to the order of Wholesome Harvest Food Co-op and mailed or delivered to 30 W. Main St. Frostburg, MD.

Terms & Conditions

Please check all boxes as indication of your acknowledgement of and agreement to the following terms and conditions:

- I have been given and have read the Wholesome Harvest Co-op HACCP plan and agree to operate under and comply with all practices contained herein while using the kitchen. I have been given and have read COMAR 10.15.13 and agree to follow all regulations while using the kitchen.
- I understand I am liable for any and all issues during my use of the kitchen, including any and all damages to equipment owned by WHFC, and as such may be expected to replace any damaged equipment with that of equal value.
- I agree to use the space only during my designated time, and understand that my scheduled hours are not final until I receive confirmation of my schedule.
- I agree to leave the kitchen and equipment in a clean and orderly fashion upon my exit and store supplies and products belonging to me in only my designated area.
- I agree to use food products and ingredients belonging to me only unless otherwise arranged with WHFC management.
- I agree to operate under and abide by all kitchen policies established by WHFC management while using the kitchen and acknowledge that such policies will be provided to me during my use of the kitchen.
- I acknowledge that, should one be provided to me, I am only permitted to use my key to enter the building during my approved scheduled time and am expected to do so responsibly. I understand misuse of key privileges, including but not limited to creating unauthorized copies, may result in confiscation of said key, changes to my schedule, additional fees, and/or loss of kitchen use privileges.
- I understand that violation of any of the above conditions will result in my loss of kitchen use privileges.

(Printed Name)

(Signature)

(Date)

Kitchen Coordinator:

(Printed Name)

(WHFC Kitchen Coordinator)

(Date)

Amendment 1.1: Kitchen use for production of consignment sales products

If you are utilizing WHFC commercial kitchen space for the production of goods to be sold exclusively within WHFC on a consignment arrangement, please complete this form.

Member-owners who are scheduled to use the WHFC kitchen on a recurring basis will be provided with a key upon receipt of a one-time deposit of \$75. Key deposits will be returned in full upon the completion of the kitchen rental contract and return of the physical key.

WHFC also requires a one-time \$150 deposit towards use of kitchen equipment and appliances which will be returned to the renting party upon completion of the rental contract.

Terms & Conditions

Please check all boxes as indication of your acknowledgement of and agreement to the following terms and conditions:

- I acknowledge that, should one be provided to me, I am only permitted to use my key to enter the building during my approved scheduled time and am expected to do so responsibly. I understand misuse of key privileges, including but not limited to creating unauthorized copies, may result in confiscation of said key, changes to my schedule, additional fees, and/or loss of kitchen use privileges.
- I understand that by providing a deposit of \$150, I maintain the right to utilize any and all kitchen equipment and appliances during my scheduled time throughout the term of my rental contract or until such deposit is returned to me. I acknowledge that misuse of kitchen equipment and appliances including damage, loss, or removal of equipment from the premises may result in a loss of all or a portion of my security deposit.
- I understand that violation of any of the above conditions will result in my loss of kitchen use privileges and possible termination of my consignment contract.

(Printed Name)

(Signature)

(Date)

Deposits are due on or prior to the effective date of the above rental agreement.