

COMMISSARY AFFIDAVIT	
One-Time Fee Due at Time of Commissary Noted Signing	\$150.00
MONTHLY PRICING	
6-hours Full Use Kitchen Space / Per Month / Due at 1 st of Each Month	\$175.00
Additional Hours	\$20.00
ADDITIONAL USAGE RATES PER MONTH	
Lockable Cabinets	\$60.00
Dry Storage Shelf (Per Shelf)	\$15.00
Dry Storage Rack (4 Shelves)	\$45.00
Refrigerated Shelf (Per Shelf)	\$25.00
Refrigerated Rack (4 Shelves)	\$85.00
Walk-In Freezer Shelf (Per Shelf)	\$35.00
Walk-In Freezer Rack (4 Shelves)	\$95.00
Ice – Full Access to Ice Machine	\$15.00
Convection Oven Minimum 6-Hours	\$25.00/hour
Tilt Skillet Minimum 6-Hours	\$25.00/hour
Steamer Minimum 4-Hours	\$25.00/hour
Buffalo Chopper/Grinder Minimum 2-Hours	\$25.00/hour
2-Burner Countertop Induction Burner Minimum 2 Hours	\$25.00/hour
Microwave Minimum 2 Hours	\$25.00/hour
Kitchen Aid 5 Qt. Commercial Mixer Minimum 2 Hours	\$25.00/hour
Remote Temperature Monitoring	INCLUDED
Air Conditioning	INCLUDED
Stainless Steel Prep Table (1)	INCLUDED
Additional Tables	\$10/each
Hand Sinks	INCLUDED
Unisex Restroom	INCLUDED
3-Compartment Sink & Chemicals	INCLUDED
Mop Sink & Grease Trap	INCLUDED
Mini Food Scale	\$5.00/month
OTHER CHARGES	
Office Usage (Charged Monthly, If Selected) Includes Telephone (US Calls Only), Printer/Scanner, State Certified CAS Scale, & Label Printer (1 Roll of Labels Per Month)	\$25.00
Deliveries Received (Each)	\$10.00
Late Charge	10% of TOTAL BILL
Returned Check Fee Only ONE (1) Returned Check Will Be Allowed During Life of Contract. Second (2 nd) Returned Check Will Result in Termination of Contract. See Contract for Additional Information.	\$45.00
Chargeback Fee Only ONE (1) Chargeback Fee Will Be Allowed During Life of Contract. Second (2 nd) Chargeback Fee Will Result in Termination of Contract. See Contract for Additional Information.	\$45.00
Cleaning Fee (Minimum 2 Hours)	\$200.00
Additional Cleaning Hours	\$150.00
USDA Inspection – COMING SOON	COMING SOON

COMMISSARY AFFIDAVIT	
One-Time Fee Due at Time of Commissary Noted Signing	
MONTHLY PRICING	
6-hours Full Use Kitchen Space / Per Month / Due at 1 st of Each Month	
Additional Hours	
ADDITIONAL USAGE RATES PER MONTH	
Lockable Cabinets	
Dry Storage Shelf (Per Shelf)	
Dry Storage Rack (4 Shelves)	
Refrigerated Shelf (Per Shelf)	
Refrigerated Rack (4 Shelves)	
Walk-In Freezer Shelf (Per Shelf)	
Walk-In Freezer Rack (4 Shelves)	
Ice – Full Access to Ice Machine	
Convection Oven Minimum 6-Hours	
Tilt Skillet Minimum 6-Hours	
Steamer Minimum 4-Hours	
Buffalo Chopper/Grinder Minimum 2-Hours	
2-Burner Countertop Induction Burner Minimum 2 Hours	
Microwave Minimum 2 Hours	
Kitchen Aid 5 Qt. Commercial Mixer Minimum 2 Hours	
Remote Temperature Monitoring	
Air Conditioning	
Stainless Steel Prep Table (1) Additional Tables	
Hand Sinks	
Unisex Restroom	
3-Compartment Sink & Chemicals	
Mop Sink & Grease Trap	
Mini Food Scale	
OTHER CHARGES	
Office Usage (Charged Monthly, If Selected) Includes Telephone (US Calls Only), Printer/Scanner, State Certified CAS Scale, & Label Printer (1 Roll of Labels Per Month)	
Deliveries Received (Each)	
Late Charge	
Returned Check Fee Only ONE (1) Returned Check Will Be Allowed During Life of Contract. Second (2 nd) Returned Check Will Result in Termination of Contract. See Contract for Additional Information.	
Chargeback Fee Only ONE (1) Chargeback Fee Will Be Allowed During Life of Contract. Second (2 nd) Chargeback Fee Will Result in Termination of Contract. See Contract for Additional Information.	
Cleaning Fee (Minimum 2 Hours)	
Additional Cleaning Hours	
USDA Inspection COMING SOON	COMING SOON

CLIENT CONTACT INFORMATION	
Client:	Phone:
Address:	City/Zip:
Authorized Users:	Authorized Users Contact Info:

Only the person(s) listed as the “client”, or “authorized user” will be authorized to use the kitchen and will be held responsible for any damage and/or cleaning charges. Use of kitchen and/or property by an individual not listed on this contract will result in immediate cancellation and “client” will be fully responsible for damage, cleaning, remaining balance due on contract and any collection or legal fees associated with termination of contract.

All clients and authorized users must be food safety certified by an approved organization that is recognized by the State of Colorado and Tri-County Health.

INSURANCE INFORMATION	
Company:	Phone:
Policy #:	Agent:

Wheat Ridge Poultry & Meats DBA Littleton Meats must be listed as Additional Loss Payee. Proof of Insurance is required no more than 15 days after the signing of this contract and will be due no more than 10 days after the renewal period.

The term of this contract is:

- Daily
- Weekly
- Monthly

This contract will begin on _____, 20____ and will cease on _____, 20____. “Client” and/or “authorized users” may only use the kitchen and equipment during their scheduled times. If “client” and/or “authorized users” require changes in their agreed upon schedule, notification must be made in writing within 10 days of requested date of change.

AMENDMENTS:

Kitchen (Littleton Meats) will release amendments and new versions of this document as the needs arise and will communicate to Clients in a timely manner of said changes. From time to time the State of Colorado changes its practices, at which time we do our absolute best to notify you of these changes as soon as possible.

TIME SLOTS:

When scheduling your time slots, we ask that you consider others. If you are running late either at the beginning of your slot or at the end, please note that your time slot may not be extended past your reservation without charge. We do our best to accommodate needs although there are times when schedules do not permit flexibility.

Please reserve enough time to allow for unloading, loading, prep time and cleaning time. Cleaning fees and additional hours will be charged if your time slot is extended. All reservations MUST be booked (how we will require booking) _____.

CANCELLATIONS:

Once your time has been reserved, the kitchen becomes unavailable to others. We strongly recommend you use your time wisely and consider how much time is needed to prepare your products. A 24-hour notice of cancellation is required so that others wishing to use the kitchen can do so. Cancellations made in the specified cancellation period will not have hours deducted from their contracted time however, cancellations that are not made in the 24-hour notice period WILL have hours deducted from their contracted time.

PAYMENT:

There are several payment options available. Payments can be made online via our website, via check payable to Littleton Meats, or via cash. We do ask for exact change when paying with cash as we do not keep a large amount of cash on hand.

ENTRY:

Our kitchen is a secured food manufacturing facility and can only be entered through the front doors with a key and an alarm code. Our kitchen remains locked when not in use. You are required to secure the facility at the end of your scheduled time.

PARKING:

Parking is available in the lot in front of our kitchen. Littleton Meats is not responsible for any damage, theft, parking tickets, towing, etc.

SAFETY:

We strongly recommend that during your reserved time, you work in pairs. While we understand that this is not always possible, your safety is most important to us. Our kitchen has multiple security cameras, an alarm with a "stay feature", as well as front and rear door notifications. Should there be an emergency during your reserved time, please call 911. We have a first aid kit and PPE supplies available for your use located in the unisex restroom. You may also contact a member of our staff:

Jessica	720-785-3244	jessica@wheatridgepoultry.com
Tim	510-499-5975	tim@littletonmeats.com

KITCHEN SUPPLIES/MAINTENANCE:

Littleton Meats will provide mops, brooms, trash bags, paper towels, dish soap, toilet paper and standard cleaning supplies. It is your responsibility to use these to adhere to the policies and procedures of the kitchen. Should you notice that an item is running low or has run out, please contact a member of the staff promptly.

Our goal is to maintain a certified commissary kitchen through the state of Colorado, tri-County Health, and the FDA providing you an inspected facility to secure your food permits.

STORAGE:

The dry food storage area is located _____ in the _____. Please store dry food items in sealed containers.

We offer three cold food storage units in the kitchen. Please store all cold storage food items in sealed containers.

We offer one large walk-in freezer unit in the kitchen. Please store all frozen food items in sealed containers.

All stored food MUST:

- Clearly Identify
 - Owner of the Food Item/Product
 - Date Product/Food Item was Opened or Removed from Original Container
 - Contents
- Stored in a Manner that Promotes Food Safety
- Be Stored at least 6-Inches off Floor

It is your responsibility to discard out of date products and to ensure food items are stored in compliance with Tri-County Health Department regulations.

STORAGE REQUIREMENTS:

Organize and clean your storage area(s) regularly. Keep any personal ingredients, equipment, or products clean and organized in your designated space only. Do not store anything on shelves labeled as reserved.

Items not clearly labeled or stored will be thrown away. Littleton Meats is not responsible for equipment, food, clothing, etc. left at the kitchen.

PLEASE NOTE: Any equipment or food improperly stored may be moved or discarded. Any stored food that, in the opinion of our staff, poses a health risk will be discarded.

CLEANING:

Clients using the kitchen, office and restroom facilities are expected to follow all proper sanitation requirements as well as keep the kitchen in a clean and professional state.

Clients MUST thoroughly clean and sanitize after their reserved hours and keep the kitchen ready for use by the next client.

We do charge cleaning fees if any member of our staff is required to clean any area after your reserved time. If our staff must clean more than two times, your contract will be terminated, and all remaining balances will be due immediately.

- ***Wipe down all equipment used at the end of your reserved time***
 - Always use a clean rag, soap, water, and sanitizer
 - Disassemble equipment and wash, rinse and sanitize all parts in the 3-compartment sink
 - Spot clean the inside of the oven and wipe down the induction burners if used
- ***Sweep and mop the floors in all areas used, including sink areas***
 - Mops and Brooms are stored at the mop sink
 - Sweep under tables and behind equipment
 - Fill mop bucket with hot water and floor cleaner
 - When finished mopping, empty mop bucket, rinse and ring the mop and hang it in the mop sink to drip dry
 - All equipment **MUST** be put back where it was found
- **Dish Washing**
 - Proper dish washing and sanitizing is important for both public health and cost containment
 - All clients are required to follow the standard wash, rinse, sanitize procedure in the triple sink (right to left)
 - Scrape all food scraps, animal products, etc. into the trash can near the triple sink
 - Food scraps **MAY** not be left in the triple sink
 - Air Dry ALL dishes and equipment
 - Use Food Safety Oil to ensure rust does not occur

ATTIRE:

Please wear proper attire:

- Closed toe shoes
- Long hair tied back
- Clean Clothes

HEALTH & SAFETY

- No glass, ceramic, or breakable containers are allowed in the kitchen
- Drinks should be kept under tables and have lids/caps on them
- Take trash out at the end of your reserved time
- All Tri-County Health and FDA Food Code regulations must be followed

FOOD WASTE

If you have food products or items that are nearing expiration and are still usable, please consider donating these items to our Community Fridge Project. This project supplies food that would normally go to waste to neighbors in our community who are in need. We believe this project can help move our communities towards our goal of ending food insecurity and food waste.

SECURITY

Your alarm code is: _____. Please keep your code confidential as you will be responsible for any damages that occur when your Alarm Code is used. The alarm system automatically records each code that is used to disarm and arm the system.

We do have security cameras in use. These cameras will be recording you as you work, accept deliveries, clean, leave, etc. These recordings may be used to ascertain damages and cleaning issues. We reserve the right to retain these recordings and to work with local law enforcement if the need arises.

You have been issued _____ key(s). You may not duplicate keys without the kitchen's permission. All keys issued or duplicated must be returned at the end of contract.

ACKNOWLEDGEMENT

_____	_____	_____
Client Printed Name	Client Signature	Date
_____	_____	_____
Client Printed Name	Client Signature	Date
_____	_____	_____
Client Printed Name	Client Signature	Date
_____	_____	_____
Littleton Meats Representative Printed Name	Signature	Date

OFFICE USE ONLY:

- Copy Provided to Client
- Original Placed in File
- Commissary Agreement Issued
- Commissary Agreement Copy to File
- Proof of Insurance Received
- Food Safety Certification Received
- Business License Received
- Alarm System Information Sent
- Other, please specify: _____