



Commercial Kitchen Rental Agreement Contract & Terms

Organization/DBA: _____

Responsible Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Type of Activity (Check One):

- ☐ Caterer/Personal Chef
- ☐ Baked Goods
- ☐ Farmer, Adding Value to produce (bagged vegetables, apple slices, etc).
- ☐ Specialty Food Producer (Frozen)
- ☐ Specialty Food Producer (Canned/Jarred product)
- ☐ Specialty Food Producer (Refrigerated Product)
- ☐ Herbal products for human consumption
- ☐ Herbal products for topical use
- ☐ Dried products
- ☐ Other (Please describe) _____

Do any of your products require a Scheduled Process?

(Acidified foods such as pickles, relishes, chutneys, dressings, etc.?)

☐ Yes ☐ No ☐ Don't Know

Items that require a scheduled process will need to be inspected by the Grundy County Health Department. The Health Department will inspect the process by which your products are canned/jarred etc. and this will need to be scheduled in advance. This is a one time inspection of your process.

Package Selected:

- ☐ Package 1: 20 hours per month ☐ 3 month @ \$19/hr ☐ 6 month @ \$18/hr
- ☐ Package 2: 40 hours per month ☐ 3 month @ \$17/hr ☐ 6 month @ \$16/hr
- ☐ Package 3: 60+ hours per month ☐ 3 month @ \$15/hr ☐ 6 month @ \$14/hr
- ☐ Non-Subscription Kitchen Use: 3 hours of kitchen time \$150 + \$200 deposit. Each additional hour billed at \$35.

User Prerequisites:

Copy of general liability/product liability insurance with The Hive & SCV Property Holdings named as additional insured*
Copy of food manager certification

Do you meet these requirements?

☐ Yes ☐ No

**See last page for address info for liability insurance policy.*

Terms

The term of this agreement shall be for the dates and times requested in the attached application. The renter shall pay to The Hive Creative Kitchen the rental amount of \$_____, which will be split into equal payments and charged monthly to a credit card on file for the duration of this contract. This rental amount includes basic kitchen rental, utilities and equipment usage. If for any reason the credit card being charged is declined, renter will be notified immediately. Access to the kitchen will be restricted until a working credit card has been supplied. After 48 hours, any reserved kitchen time may be cancelled if no alternate payment method is supplied.

- The kitchen is a shared use facility, equipped with commercial stoves, ovens, mixers, sinks, refrigerators, meat slicers, tables, dry and cold storage and other food preparation equipment. The Hive Creative Kitchen 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. It is the renter's responsibility to furnish all small wares needed for their food process. 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.
- There is a **ZERO TOLERANCE** policy regarding signed commissary agreements with our kitchen. If a renter is found to be cooking from home or in any other kitchen while claiming to any entity to be working from the Hive Kitchen, they will immediately be banned from further kitchen use and any health department that holds a signed commissary agreement from us will be notified. No refunds will be given.
- All food prepared in the kitchen must also be stored in the kitchen until it is brought to its final destination (catering event, retail store, farmer's market, etc.) or sold. You may not prepare food in the kitchen and then store it in your home refrigerator, it must remain at the kitchen per the Grundy County Health Department rules. Should the renter be found in violation of this rule, kitchen use contract will immediately be revoked and health department(s) will be notified. No refunds will be given.
- The renter shall furnish their own food, spices, bowls, utensils, towels, pots and pans necessary for their process. 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.
- Renter shall procure and maintain the appropriate food service licensing from the Grundy County Health Department and/or the State of Illinois. A copy of the license must be provided to The Hive Creative Kitchen prior to your first rental date. The renter shall be solely responsible for any fines or fees levied by the County Health Department or the State of Illinois related to their activities in the kitchen.
- 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 related to your rental time. The Hive Creative Kitchen 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.
- Under no circumstances shall the renter allow any other organization or individual to use the kitchen for the period which the renter has contracted.
- A refundable **security deposit in the amount of \$200** has been deposited by the renter with The Hive Creative Kitchen. The security deposit will only be returned to the renter if the kitchen is returned in the same condition as it was received. The kitchen must be clean and have trash removed upon final inspection, before any/all portion of the security deposit will be returned. If damages are made to the property and the repair costs exceed the paid security deposit, The Hive Creative Kitchen reserves the right to charge the additional expenses to the renter's credit/debit card on file.
- Renter agrees to abide by the following rules, and agrees that upon violation of said rules, The Hive Creative Kitchen has the option to terminate this rental and demand that tenant vacate the premises.
 1. No furniture or equipment shall be removed from the premises unless it has been rented.
 2. Renter shall not admit a larger number of individuals that can lawfully, safely and freely move about the facility.
 3. Smoking is not permitted in the facility.
 4. Drugs and alcohol are not permitted in the facility.
 5. Animals are not permitted in the facility.
 6. All trash in and about the facility must be removed on a daily basis and placed in trash receptacles located outside the building.
 7. If you are storing products or ingredients for products in the facility, you must check your stock for current dates. **NO EXPIRED DATES** allowed on premises.
 8. Rental time begins at the scheduled start time and ends at the scheduled stop time. All set up and clean up must be completed within this time frame. You must be vacated from the rental space by the scheduled end time.

Indemnification and Liability

Renters shall indemnify, defend and hold harmless The Hive Creative Kitchen & SCV Property Holdings from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injury to any person or persons or damage to property arising out of or in any way connected with renter's use of occupancy of the kitchen.

Signature of Responsible Party _____ Date _____

Credit/Debit Card No. _____

Name on Card _____

Exp. Date _____ Sec. _____ Billing Zip _____

Signature of Owner _____ Date _____

For Office Use Only

Total amount owed _____ Security Deposit _____

Refund Amount _____ Authorized by _____

Information for your liability insurance policy

Both parties below must be listed as additional insured.

The Hive Creative Kitchen LLC

25520 S. Pheasant Lane, Unit D
Channahon, IL 60410

SCV Property Holdings

P.O. Box 6
Channahon, IL 60410

Liability insurance policies should have coverage in the amount of \$1,000,000.



Rental Rates & Subscription Packages

Kitchen 1 Cooking Station 1:

4 gas burners
36" gas griddle
1 conventional full size gas oven
2 Prep Tables
Food Warming Cabinet

Kitchen 1 Cooking Station 2:

6 gas burners
1 conventional full size gas oven
2 Prep Tables
Food Warming Cabinet (If not in use; Priority to Cooking Station 1)

Kitchen 1 Baking Station:

Full size electric convection oven
2 Prep Tables
20 Qt Hobart Mixer
1 Rolling sheet pan racks
Sheet pans (Full size and half size)

Kitchen 2 Induction Station:

4 Electric induction burners
1 Full size electric convection oven
1 Rolling sheet pan rack
2 Prep Tables

Kitchen 2 Baking Station:

1 full size electric convection oven
2 Prep Tables
20 Qt Hobart Mixer
1 Rolling sheet pan rack
Sheet pans (Full size and half size)

Shared use for cooking & baking stations:

3 compartment warewashing sinks
1 compartment prep sinks
Microwave
Deli Slicer
Food Processor
Blender
Mop sink & Janitorial supplies for cleaning

Available to rent at additional cost:

Cambro insulated food transport containers \$20 + \$100 FULLY REFUNDABLE DEPOSIT
Monthly dry storage \$25/month per shelf
Monthly refrigerator/freezer storage \$30/month per shelf

Anyone using the kitchen for catering, food truck, exclusive kitchen rental, or preparing food to be sold to the public MUST have a liability insurance policy. The Hive Creative Kitchen and SCV Properties must be added as an additional insured while you are a subscriber. You or someone you employ who is present in the kitchen with you at all times must be a certified food protection manager. Anyone working for you in the kitchen must have food handler certification.

Certification information can be found here:

<http://www.myfoodservicelicense.com/>



Rental Rates & Subscription Packages

Package 1: 20 hours per month[†]

- 3 month subscription: \$19/hour rental charge for 60 total hours + deposit*
- 6 month subscription: \$18/hour rental charge for 120 total hours + deposit*

**\$200 refundable deposit (cleaning/damage deposit) will be refunded at the end of your kitchen use. Additional hours can be purchased as needed if you find you are using more than your monthly allotment.*

Package 2: 40 hours per month[†]

- 3 month subscription: \$17/hour rental charge for 120 total hours + deposit*
- 6 month subscription: \$16/hour rental charge for 240 total hours + deposit*

**\$200 refundable deposit (cleaning/damage deposit) will be refunded at the end of your kitchen use. Additional hours can be purchased as needed if you find you are using more than your monthly allotment.*

Package 3: 60+ hours per month[†]

- 3 month subscription: \$15/hour rental charge for 180+ hours + deposit*
- 6 month subscription: \$14/hour rental charge for 360+ hours + deposit*

**\$200 refundable deposit (cleaning/damage deposit) will be refunded at the end of your kitchen use. Additional hours can be purchased as needed if you find you are using more than your monthly allotment.*

[†] 10 hours per month can be rolled into the following month if not used. For example, if you purchase a 3 month subscription for 20 hours per month and only use 10 of your 20 hours, you can roll those 10 hours into the following month. At the end of your 3rd month you can roll 10 hours into the 4th month, but if not used in the 4th month those hours will be lost.

Non Subscription Kitchen Use

- One Time Kitchen Use: 3 Hours kitchen time \$150 + deposit. Each additional hour billed at \$35. *\$200 refundable deposit (cleaning/damage deposit) will be refunded at the end of your kitchen use.