

# Kitchen@21Acres

## Kitchen Rental Application



Date:

Applicant name:		
Company name:		UBI#:
Business telephone:	Cell:	Home:
E-mail address:		
Type of business (Please check one): <input type="checkbox"/> Specialty Food Producer <input type="checkbox"/> Caterer <input type="checkbox"/> Vendor		<input type="checkbox"/> Other, specify
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. 21 Acres 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. 21 Acres 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 21 Acres. Any insurance, self-insurance, or insurance pool coverage maintained by 21 Acres shall be excess of the Applicant's insurance and shall not contribute to it.
- Reservations 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.

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

1a. If yes, please attach current Certificate of Insurance with 21 Acres listed as an *Additional Insured*.

Insurance carrier:	Policy #
Expiration date of coverage:	

1b. If no, do you wish to apply for TULIP insurance coverage at \$100 (est.) per event?  Yes  No

What will be the total number of people on site with you during this rental?

## KITCHEN RENTAL FEES FOR SMALL BUSINESSES

Please check space(s) requested:

Check	Room no.	Description	Per hour	Per half-day	Per day	Occu-pancy
<input type="checkbox"/>	200/ 205	Classroom with Cook Line Kitchen (582sq.ft.)	\$25	\$95	\$165	84
<input type="checkbox"/>	201	Processing Area with 20 gal. Tilt Kettle (192 sq. ft.)	\$15	\$55	\$100	3
<input type="checkbox"/>	202	Prep Area #1 (192 sq. ft)	\$10	\$35	\$65	5
<input type="checkbox"/>	203	Prep Area #2 – Bakery (256 sq. Ft)	\$15	\$55	\$100	3
<input type="checkbox"/>	204	Prep Area #3 – Produce Wash Area (144 sq. ft)	\$10	\$35	\$65	3
<input type="checkbox"/>	205	Cook Line Kitchen only	\$15	\$55	\$100	4

1. All reservations require a two (2) hour minimum rental.
2. Damage deposit is \$250. When renting 200/205 in combination, the damage deposit is \$300.
3. Per day fees are equal to eight (8) hours.
4. Room 200 can be rented separately as an event space at applicable fees.
5. Each area is rented separately. A discounted price may be available for renting multiple spaces simultaneously.
6. Please be aware there may be multiple users at any given timeframe. Rental times may be adjusted to reflect needs for organic processing.

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

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

- |    |    |
|----|----|
| a. | e. |
| b. | f. |
| c. | g. |
| d. | h. |

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

Is your produce (if applicable) locally grown?

What equipment do you require to prepare your product?

- |    |    |
|----|----|
| a. | e. |
| b. | f. |
| c. | g. |
| d. | h. |

What day(s)/hours do you wish to use the commercial kitchen? Please check all that apply.

Note: Minimum of 2 hours per use.

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

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

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

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

Is your packaging recyclable?  Yes  No

Do you have a current State of Washington Food Handlers Permit?  Yes  No

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

Do you have a current King County Health Department Permit?  Yes  No

**Please give a copy of each applicable permit to administrator with your application.**

### **INDEMNIFICATION AND HOLD HARMLESS**

By signing below, the Applicant agrees to defend, indemnify and hold harmless 21 Acres, 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 21 Acres.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **AGREEMENT TO ABIDE BY RULES AND REGULATIONS**

The person signing this agreement represents to 21 Acres 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 21 Acres. I have read all the attached printed rules and regulations for use of the 21 Acres Facility. I understand and plan for the group I represent to comply to all the above printed rules and regulations.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 21 ACRES FACILITY RULES AND POLICIES

To help the 21 Acres facility run efficiently, clients are required to comply with certain rules:

1. The sidewalks, entrances, and passages or hallways in the common areas of the 21 Acres facility shall not be obstructed by any client or used for any purpose other than ingress and egress and for temporary moving routes at times approved by 21 Acres.
2. The kitchen appliances and common areas are provided for everyone's use. As a courtesy to others, when you are finished, please clean up after yourself, recycle and compost where possible and remove your trash from the building.
3. Canvassing, general solicitations, or distribution of political, religious, or cause literature are not permitted.
4. In general, the client will not permit unusual or loud noises and/or odors to be produced in their space if such noises/odors offend or disturb other occupants of the 21 Acres education, retail and business offices.
5. Clients will provide reasonable cooperation with the 21 Acres staff.
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 21 Acres property without disclosure and specific permission from 21 Acres management.
8. There is no smoking in the 21 Acres building or on the 21 Acres property.


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

Signature:

Date:

Print name:

E-mail completed application to: [deb@21acres.org](mailto:deb@21acres.org)

Mail to   
21 Acres,  
P.O. Box 2001  
13700 NE 171<sup>st</sup> Street  
Woodinville, WA 98072  
Attention: Deb Sternagel.

If you have any questions, please call the 21 Acres Business Office: 425 481-1500.