

EAT SAVAGE Kitchen Tenant Application



Please scan & email completed form to kitchenrentals@eatsavage.ca
Or mail or hand deliver to: 40 Simcoe St. N, Unit # 1, Oshawa, ON L1G 4S1
Or Fax to 1-877-365-2330

Contact Information

Business Name: _____
Primary Contact's Name: _____
Primary Contact's Phone: _____
Primary Contact's Email Address: _____
Primary Contact's Mailing Address: _____
Fax Number: _____
Business Website: _____

Contract Information

Type of product/use: _____
Number of kitchen hours required per month: _____
Kitchen Space Required: Baking/Prep Kitchen Cooking/Grilling Kitchen Combined (circle one)
Storage requirements: _____
Desired Start Date: _____

Security Information

Driver's License Number: _____
Province: _____
Date of Expiration: _____

Additional Contact Information:

Do you want to authorize a secondary contact? Please include phone numbers and emails.

Secondary Contact's Name: _____
Second Contact's Position: _____
Second Contact's Phone: _____
Second Contact's Email: _____

References

Reference 1 Name: _____ Phone: _____ Relationship: _____
Reference 2 Name: _____ Phone: _____ Relationship: _____
Reference 3 Name: _____ Phone: _____ Relationship: _____

Experience

This section will help us understand how much support you will need. We understand this may be your first time in a commercial kitchen, and that's fine!

- 1. What experience do you have working in a commercial kitchen? _____
- 2. How long have you been in business? _____
- 3. Do you have any special needs? _____
- 4. Is there anything else you would like to let us know? _____
- 5. Have you contacted us before? _____
- 6. How did you hear about us? _____

Initials _____

Kitchen & Pricing Information

We offer 2 areas within our building for rent either individually or combined. The two areas are defined as follows: Cooking/Grilling Kitchen & Baking/Prep Kitchen. Both spaces share a common sink area. Details on each space can be found below. The spaces are available to rent 24/7 and are rented on an hourly basis. All bookings are done in advance. Last minute accommodations may be possible. Currently booking is done via email or phone. We use a pre-paid account deposit system (based on your selected use plan) for our hourly renters with the deposit paid up front. If you use up your pre-paid account funds before the end of the month, you will be required to top up the funds before you will be allowed to book additional hours that month. Payments can be made online, by electronic transfer or by cash (if arranged in advance). All prices are subject to HST.

Cooking/Grilling Kitchen: our cooking/grilling kitchen allows you to prepare food items that requires stovetop cooking, baking or grilling – i.e. grilling, frying, sautéing, baking, etc. This area includes a prep table, a small fridge/freezer, a 2 basket deep fryer, a commercial gas stove with 6 burners, 2 commercial gas ovens and a gas grilling area as well as a commercial exhaust hood complete with a fire suppression system. Note: The shared sink area is contained in this space.

Baking/Prep Kitchen: our baking/prep kitchen has no access to grilling or stovetop cooking. There are 3 ovens (including an oven with a proofer) as well as various prep tables and electrical plugs for your countertop appliances. The private dry storage as well as the private freezer and refrigerated spaces are located within this space. An exclusive use hand wash sink is also contained within this space. All other sink usage (i.e. food wash sink, mop sink and washing/sanitizing sinks) is done in the common sink area located within the cooking/grilling kitchen.

Pricing: Hours are billed on a sliding scale based on the number of hours that you committed to above. We require a minimum commitment of 5 hours per month to accept you as a kitchen rental tenant. If you require additional hours in any given month (above and beyond your commitment hours) we will do our best to accommodate you. Please understand that you must however pay for the extra hours in advance before you will be allowed to book additional time AND that the Rate for the additional hours will be billed at your **current contract hourly rate**. If you're regularly requiring more time, please upgrade your monthly commitment to take advantage of the lower rates. See chart below for rate details:

Hours per month:	Baking/Prep Kitchen	Cooking/Grilling Kitchen	Combined
5 to 15 hours	\$35 /hr	\$40 /hr	\$70 /hr
16 to 25 hours	\$30 /hr	\$35 /hr	\$60 /hr
26+ hours	\$25 /hr	\$30 /hr	\$50 /hr

*All prices are plus HST. Detailed invoices will be provided monthly.

If you require Dry Storage, Refrigerated Storage and/or Freezer Storage – it will be billed separately. It is also limited so please inquire on availability and pricing. Inquire about mail delivery, nutritional label creation, etc. if required.

Washroom Information

We offer 2 washrooms for your use while in the space. These washrooms are in the basement and as such are not handicap accessible. Please keep these areas tidy and notify us if there is an issue or if we are running low on supplies.

Clean Up Responsibilities

We require an impeccably clean workspace. We provide all the supplies necessary to create spray bottles with sanitizer for tabletops, etc. We also provide a mop bucket with soap for the floors. You do not need to provide these or other cleaning tools such as garbage bags, etc. However you do need to factor cleaning into your time allotment.

Sinks: There are 5 sinks between the 2 kitchen areas. 2 dedicated Hand Wash Sinks (one for each space), 1 Vegetable Sink, 1 Three compartment sink (for proper washing & sanitation of all dishes/equipment) and a slop sink for the mop. All sinks are clearly labeled and are to be used ONLY for the sole purpose to which they are labeled. **Please Note:** Sink Areas are shared use space. Please be respectful of any other renter. When using the sink area - do not use the prep table in the kitchen for your dishes if you are not renting the cooking kitchen space.

You are welcome to use any of the Eat Savage equipment (excluding all equipment, owned by other tenants that are stored within their own private storage racks). Please make sure all equipment is returned clean and in the same condition you found it in. You will be responsible for supplying your own specialty/additional equipment as required by you.

You are expected to:

- Comply with all Health Department Regulations including during any Health Inspection Visits from the Health Department. Notify us immediately if a health inspector comes in.
- Leave the kitchen/coolers free of any food and debris
- Empty trash cans and put in a new liner.
- Clean/Sanitize and dry all surfaces, including the prep tables, floors & equipment.
- Clean and return all dishes and equipment to their proper places within the kitchen.
- Mop the floors using the bucket, mop and soap provided.
- Flatten boxes, remove debris from them, and place them in the correct recycling/trash bin. All other trash must be bagged, tied and placed in the proper collection bin.
- **IMPORTANT:** If your rental period is between 6pm and 6am, you are responsible for taking all (not just your own) garbage OR recycling out to the front curb for city pickup. Follow the posted chart with regards to recycle and garbage days. Please ensure the front door is re-locked and secured prior to leaving.

Cancellation Policies:

Once you reserve your kitchen hours, you are responsible for paying for your time. We understand that your schedule may change, but you are responsible for paying for the hours you reserved. Any other arrangements are required in writing from us.

If you wish to cancel your contract all together, we require 30 days written notice or else the security deposit will be forfeited.

Violation of any of the Rental Agreement policies may result in the termination of your contract by Eat Savage. The deposit may be forfeited as damages depending on the severity of the reason for termination.

Eat Savage Kitchen Rental Information and Application Form

Kitchen Rules:

1. Unless you have booked both kitchen spaces, you agree to only use the kitchen space (i.e. baking/prep kitchen & cooking/grilling kitchen) that you have reserved.
2. Please give Eat Savage’s equipment your utmost respect, and treat it with the care you give your own equipment. Do not remove any equipment from the premises at anytime. All the equipment in the Eat Savage kitchen (excluding that in the private storage racks) is available for use within the premises as long as it is returned to its original location. It must be kept in clean working condition.
3. If you damage any equipment you will be responsible for its repair or replacement. We understand that accidents happen, please have the integrity to let us know right away. If the damage occurs through no fault of your own, we will repair at our cost.
4. Follow all “Clean Up Responsibilities” (see above).
5. All Eat Savage clients must be certified food handlers & licensed/insured business owners. A copy of your business license AND a copy of your General Liability Insurance (naming Eat Savage and our address as additional insured) will be kept on file. A copy of your food handler’s certificate and those of your staff will be posted in the food safety book in the kitchen for compliance with the Health Department. A minimum of one certified food handler must be on site during your rental.
6. You must sign in and out of the kitchen via our established procedure. Access to the kitchen is via the back door using an assigned access code. You must safe guard the automatic entry code. It is unique to you. We will go over this with you during your orientation.
7. You cannot use other people’s ingredients without permission. Pilferage will not be tolerated.
8. You cannot bring more than 3 people as part of your crew (4 people total including yourself) unless renting the combined space then the Total # of people is 8.
9. Please let us know of any problems in the facility so we can rectify the situation as soon as possible. This includes any equipment, small wares, sanitation, sinks, restrooms, plumbing, electric, trash collection or scheduling issues etc.
10. One month written notice is required to terminate your rental agreement. Your security deposit will be forfeited if we do not receive proper written notice.
11. Street parking only. Any cost (free after 6pm & Weekends) is the Tenant’s responsibility.
12. Health code violations may result in the revocation of your kitchen use privileges and termination of your lease with your security deposit being forfeited as damages.

Paperwork

We will talk you through this process, so don't worry!

1. ___ Application / Rules of Kitchen Agreement.
2. ___ Security Deposit (\$500) + first month’s account pre-pay deposit (see chart)
3. ___ General Liability Insurance, naming Eat Savage as additional insured.
4. ___ Food Handlers Certificate from Ontario for all applicable kitchen staff.
5. ___ Storage requirements.
6. ___ Scheduling requirements.

Please initial the following:

I agree that all the above information is true and correct. ___

I have read the entire client package and agree to abide by all rules and clean-up procedures. ___

Applicant Signature

Applicant Name

Date

Eat Savage Signature

Eat Savage Representative Name

Date

Initials _____