



[kitchen@scaddingcourt.org](mailto:kitchen@scaddingcourt.org)

[http://www.scaddingcourt.org/commercial\\_kitchen](http://www.scaddingcourt.org/commercial_kitchen)

## SCADDING COURT COMMUNITY CENTRE COMMERCIAL KITCHEN

### APPLICATION FORM

Thank you for your interest in using the kitchen at Scadding Court Commercial Kitchen. Please complete the following application form and a member of the Scadding Court Community Centre team will be in contact with you. If your application is successful you will be required to enter into a Kitchen Use License Agreement prior to being given access to the facilities, along with such other documentation as we may require to administer our arrangements. A copy of the Kitchen Use License Agreement will be provided to you if your application is accepted.

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#### 1. Applicant Information

Name of Applicant

*(the Vendor)*

Secondary contact

Mailing Address

*(Street address including apt/suite #)*

*City, Province, Postal Code*

Phone Number  Text msgs?



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Alternate Number  Text msgs?

Email Address

Website

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## 2. Business Information

Please describe your business (under 200 words)

Type of business (please check all that apply)

Catering  Specialty food producer  Food truck

Other

Do you have:

A business licence? Yes  No

A food handler's certificate? Yes  No



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Liability insurance?\*

Yes

No

*\*If yes, please indicate the maximum coverage Certificate of Insurance will be required with our Kitchen Use License Agreement*

Please describe and list the products that you will be preparing in the kitchen

Food

Retail

### 3. Commercial Kitchen Rental Rates

Commercial Kitchen will be open year round, seven days a week.  
Space can be rented for a minimum of three hours at a time.

#### KITCHEN RATES AND FEES

ITEM	FEE
Rental Rate (6:00am-12:00am)	\$20.00/per hour*
Rental Rate (12:00am-6:00am)	\$15.00/per hour*



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Refrigerator storage – 3 feet long x 3.5 feet high shelf <i>(if applicable and only available for long-term rentals**)</i>	\$25/month per shelf
Cold Storage – per shelf, if applicable <i>(only available for long-term rentals **)</i>	\$15/month per shelf
Dry storage – per shelf, if applicable <i>(only available for long-term rentals**)</i>	\$10/month per shelf
Refundable deposit <i>(required when license agreement signed)</i>	\$150.00
Maintenance fee <i>(includes basic maintenance and cleaning supplies)</i>	\$10.00/booking, to be paid with the first monthly installment of the License Fee
Resetting fire suppression system for false alarm or setting off system accidentally	\$1,400.00
Cleaning fee <i>(if kitchen is left in an unacceptable manner)</i>	\$50.00/hr, to be deducted from the deposit, if necessary
Key access card replacement	\$50.00, if key access card is lost or stolen

***HST will be added to all prices.***

**\*Rates and Fees may be changed at any time by Scadding Court Community Centre. Vendors will be given reasonable notice for all changes.**

**\*\*Long-term rental is a minimum of 20 hours a month for a six month period.**

**Additional fees per rental can be found in the Kitchen Use License Agreement Scadding Court Community Centre – Scadding Court Commercial Kitchen.**

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#### **4. Commercial Kitchen Rental Schedule**



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**KITCHEN SCHEDULE**

**How often are you interested in renting space:**

Specific Hour(s)

Specific Day(s)

Specific Week(s)

Specific Month(s)

**Please indicate the dates and hours you wish to use the Commercial Kitchen:**

Date(s)	From	To

**Please indicate what alternative time you prefer if you cannot be scheduled at your desired time.**

Date(s)	From	To



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**Storage Rental**

**Refrigeration storage rental** (per shelf): \$25/month and is only available for long-term rentals\*

How often are you interested in renting refrigeration storage:

Number of months

**Cold storage rental** (per shelf): \$15/month and is only available for long-term rentals\*

How often are you interested in renting cold storage:

Number of months

**Dry storage rental** (per shelf): \$10/month and is only available for long-term rentals\*

How often are you interested in renting dry storage:

Number of months

*Storage is subject to availability*

*\*HST will be added to all prices. Long-term rental is a minimum of 20 hours a month for a consecutive six month period.*

**5. Parking**

**Do you require parking facilities during your kitchen booking hours?**

Yes

No



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## 6. Equipment

The following **equipment** will be provided in the kitchen for the use of vendors:

Convection Oven  
90,000 BTU (propane)

Range Oven  
30,000 BTU burners  
2 x Commercial Deep Fryers  
30,000 BTU (propane)

Griddle  
60,000 BTU

Dishwasher

Walk-in Cooler

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## 7. Commitment

**Do you confirm that you will meet all legislative requirements to produce food for sale?**

Yes

No

**Do you commit to adhere to all health and safety practices while using the commercial kitchen?**

Yes

No

**Do you confirm that you will be wholly and solely responsible for any and all liability you might incur; plus, will you promise to remit all monies owed when due?**

Yes

No

I agree to uphold all my responsibilities as set out in this 'Vendor Application Form' and to remit all payments on time.



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Authorized signature of applicant

PRINT name of applicant

Date

*Your signature above indicates your acceptance of, and agreement with ALL of our 'Terms and Conditions'; and that all applicable documents necessary constitute a CONTRACTUAL AGREEMENT between yourself; and SCADDING COURT COMMUNITY CENTRE and that you, the Vendor, willingly agree to be bound by this CONTRACT. A receipt from SCADDING COURT COMMUNITY CENTRE acknowledging full payment of your fees shall be considered as management's reciprocal commitment to the Vendor to uphold our responsibilities as stated above.*

**PLEASE NOTE:** All applications are subject to review by a Scadding Court Community Centre. Submission of this application does not guarantee participation in the kitchen. Applicants are selected at the discretion of Scadding Court Community Centre.