



kitchen@scaddingcourt.org

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.

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

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)	\$25.00/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.

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

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.