

## **CULINARIUM RULES, RENTAL AGREEMENT**

The information below is an overview of rules and rates for Culinarium Kitchen. All rules, procedures, and rates are made at the discretion of management and are subject to change. For questions, contact us at [info@culinarium.to](mailto:info@culinarium.to)

### **KITCHEN OVERVIEW**

Culinarium is a fully licensed, commercial kitchen facility. It provides kitchen space for local food entrepreneurs to explore new food business ideas with minimum capital investment.

### **INSURANCE**

All tenants must provide proof of a \$2M liability insurance to be kept on file. Products may be covered under the processor's home/farm insurance. Processors should contact their insurance agent and add Culinarium as an additional insured. This should not be an extra cost to you.

### **CERTIFICATION AND INSPECTIONS**

Culinarium kitchen is inspected by the Toronto Public Health Department. Renters are expected to familiarize themselves with the rules and regulations associated with these respective bodies, and to operate in compliance. Non-compliance with these rules will result in a termination of the rental agreement. No refunds will be given in the event that a contract is eliminated due to non-compliance.

**It is your responsibility to check with the appropriate governing bodies to make sure that your operation is compliant.**

### **FOOD SAFETY**

Safety of the product and processor is the top priority of Culinarium. Anyone wishing to use the kitchen must have completed basic Food Handler training and provide certificate of completion to be kept on file or make arrangements.

If at any time management feels that the processor is being unsafe, they may be asked to leave forfeiting all pre-paid fees.

Other Basic Safety Rules:

- No children under the age of 16 or untrained individuals are allowed in kitchen while preparation is taking place. No one under the age of 18 may use equipment.
- Renters must wear proper clothing. Sandals, shorts, tank tops, and jewelry that could fall in to your product are not permitted.
- Hair must be worn back.
  - Finger nails should be short and clean – NO fake nails or nail polish allowed unless you wear gloves.
  - All cuts shall be bandaged with waterproof protectors, and watertight disposable gloves shall be worn.
- Renters who are sick or have infected cuts, lesions, boils or open sores will not be permitted to use the kitchen until they have been treated.

### **LABELING**

Is the responsibility of the renter to insure that all packaged products are labeled in accordance with the Toronto Public Health.

Culinarium will provide a “Made at Culinarium.to” sticker. All processors are welcome and encouraged to use on products.

### **EQUIPMENT/TOOLS**

Culinarium provides the following cooking equipment:

- 6 Burner Gas Range
  - Fryer
  - Broiler
  - Exhausting Hood
  - 5 quarts Stand Mixer
  - Meat Slicer
  - Three Compartment Sink
  - Dishwasher
  - Prep Sink
  - Prep Table
  - Handwash Sink
  - 1 Deck Oven
  - Food processor
- as well as basic cleaning supplies.

Also you can use cookie sheets, pots, pans, mixing bowls and various utensils may be used by renters, but any additional specialized equipment is provided by the renter.

**Make sure you do not take Culinarium equipment home with you. If you do, you will be fined.** Equipment supplied by renter must be approved and will be inspected by the kitchen manager to ensure compliance.

Storage space may be available for additional cost. **Please label any equipment that you leave in the space.**

### **STORAGE SPACE**

Renters wishing to leave, tools, equipment, or ingredients on site must rent storage space. Renter must provide tubs/boxes that can be closed and clearly labeled with the owner’s name. Perishable contents must be labeled and dated.

Freezer or refrigerator may be available for rent.

**All other personal items must be removed upon leaving the facility. Anything left in the kitchen outside of designated storage may be consumed, used or disposed of.**

### **ORIENTATION**

All renters are required to attend a kitchen orientation, which includes a tour with manager before their first use of the facilities.

### **RESERVING KITCHEN SPACE**

After Orientation, kitchen space can be reserved by emailing [info@culinarium.to](mailto:info@culinarium.to) or calling +1 844.855.2433. Renters will gain access to shared calendar to view available rental times.

### **CLEANING**

All renters will be required to leave the kitchen in the condition in which it was found

upon rental.

**After using the space, renters are expected to change trash in kitchen and bring to receptacles siding the building. If receptacles are full, leave trash bag by the side door. Any recycling must be carried out and placed in the recycling bin if this is full it has to bring home with renter.**

Failure to properly clean up after use will result in a **fee of \$50 per hour** spent in extra cleaning.

## **RATE SCHEDULE AND PAYMENT**

Kitchen space is available from 12 am until 3 pm from Monday to Thursday. Other hours can be arranged if no events are scheduled for the rest of the day.

Please keep in mind that other chefs might be working during the same shift, so you will share the space and equipment.

<b>Overnight - 12am - 6 am</b>	<b>\$20 per hour</b>	<b>Min. 5 hours</b>
<b>Early birds - 6 am - 10 am</b>	<b>\$22 per hour</b>	<b>Min. 4 hours</b>
<b>Prime hours - 10 am - 3 pm</b>	<b>\$25 per hour</b>	<b>Min. 4 hours</b>

- Dry Storage- \$120/month or \$800/year - You have to bring your own shelf metal rack.
- Cooler Storage- \$120/month - You can bring your own freezer or refrigerator for \$240 per month.
- To use the deck oven, you add \$80 (flat rate) per time on top of the hourly base.

\*Prices are to be added of GST/HST and will be invoiced every month.

Other:

**Rates are based on time reserved in the kitchen space. Renters who do not use all of their reserved time in the kitchen are still responsible for full payment.**

**Do not enter the space outside of your reserved time without prior approval.**

**Renters who lose or misplace their key will be charged a \$50 replacement fee.**

**Long-term contracts that are terminated before contract end date are responsible for 50% payment through contract end date.**

Payment can be made through cash, check or online via PayPal. Recurring monthly payments must be made by the first of the month. Drop in payments must be made upon reservation.

## AGREEMENT

Name(s) \_\_\_\_\_  
Farm/Business Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Web page \_\_\_\_\_

### Section 1 - Products

Please list products you will be producing:

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Terms of Agreement:

Section 1-

**Preferred hours to work:** \_\_\_\_\_ (please specify) **Total Hours** \_\_\_\_\_

**Payment Method:** \_\_\_\_\_

### Storage:

Dry Storage- \$120/month or \$800/year -

Cooler Storage- \$120/month (if available)

\_\_\_ (check mark if apply) I will bring my own refrigerator and I will pay \$240 per month.

### 2 - Licensing/Insurance

List & Attach copies of the following documents:

\$2M product liability insurance with Culinarium listed as additional insured

Food Handler certificate of completion

### Section 3 - Agreement

I agree to comply with all Culinarium rules, regulations and requirements. I affirm that all information in this application is complete and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Reserved for Office Use.

Approved \_\_\_\_\_

Not Approved (specify the reasons) \_\_\_\_\_

If Approved, rate to apply \_\_\_\_\_