



3351 Chesapeake Blvd.
Norfolk, Virginia 23513
(757)-822-3875

mycommissarykitchen@gmail.com

Commissary Kitchen Application

- How to Apply: 1. Print and complete the commercial kitchen application
2. Email the application to mycommissarykitchen@gmail.com
3. We'll process the application within 4 to 5 days and after will set up a tour.

PERSONAL AND BUSINESS INFORMATION

Date: _____

Applicant's Name:
Business Name:
Mailing Address:
Business Phone:
Cell Phone:
E-Mail Address:

How did you hear about us?

Company Status (Please check one)

Sole Proprietorship Corporation Partnership LLC None Yet Other

Specify _____

Type of Business (Please check one)

Specialty food Producer Caterer Vendor Food Truck

Other,

specify _____

INSURANCE

The applicant shall procure and maintain for the duration of the Agreement, Insurance against claims for injuries to person or damage property, which may arise from or in connection with the use of the facility.

My Commissary Kitchen reserves the right to request prior proof of insurance and/or additional insurance when the rental use involves higher risk activity or serves food or beverages. The Applicant shall provide certificate of insurance evidencing the following:

- General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 - My Commissary Kitchen will be name as an additional insured
- Briefly Describe The Food Product you plan to Prepare in the Kitchen

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

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

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

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

RULES AND REGULATIONS:

- The kitchen must be keep clean at all times
- Clients using facilities are expected to follow all proper sanitation requirements as well as keep the kitchen in a clean and professional state.
- Clients are also expected to properly clean and sanitize after their shift, and keep the kitchen ready for use by the next shift.
- Proper dish washing and sanitizing is important for both public health and cost containment. Use the triple sink for standard wash, rinse and sanitization of all dishes and equipment.
- Clients are expected to sweep and mop the floors in all areas they use.
- Wipe down all equipment used at the end of your shift.
- Cover or tie back long hair.
- No eating in the kitchen area.
- Note that any damages incurred by the client may result in the loss of the client’s deposit. If Damages are more than the deposit, the client may be billed for the cost of the damages. No one under the age of 16 is allowed in the kitchen area at any time.

FEES AND PAYMENT

Here are our rates:

One Time Membership Fee	\$250.00
Daily Non Membership Fee	\$50.00
Hourly Rate (2 hour Minimum)	\$35.00

I have read and agree to abide by all rules and regulations outlined above as well as all federal, state and local laws, codes and regulations. I attest that the information provided in this application is true and accurate. I understand that failure to follow the rules and regulations may result in revocation or suspension of permission to use the commercial kitchen facility at My Commissary Kitchen

APPLICANT SIGNATURE AND COMMITMENT

Printed Name:
Signature of Applicant:
Date: