



Bailey's Catering LLC

MAKING CONNECTIONS WITH REAL FOOD

COMMERCIAL KITCHEN
Rental Agreement Contract
and Terms



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Commercial Kitchen
Rental Agreement
Contract & Terms

Organization/DBA: _____

Responsible Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Type of Activity (Check One):

- Caterer/Personal Chef
- Baked Goods
- Farmer, Adding Value to produce (bagged vegetables, apples slices, etc).
- Specialty Food Producer (Frozen)
- Specialty Food Producer (Canned/Jarred product)
- Specialty Food Producer (Refrigerated Product)
- Herbal products for human consumption
- Herbal products for topical use
- Dried products
- Other (Please describe) _____

Do any of your products require a Scheduled Process?

(Acidified foods such as pickles, relishes, chutneys, dressings, etc.?)

- Yes
- No
- Don't know

Items that require a scheduled process will need to be inspected by the Will County Health Department. The Health Department will inspect the process by which your products are canned/jarred etc., and this will need to be scheduled in advanced. This is a one-time inspection of your process.

Package Selected:

- Bronze Package: 10 hours per month 3 month @\$60/hr
- Silver Package: 20 hours per month 3 month @ \$58/hr 6 months @ 56/hr
- Gold Package: 40 hours per month 3 month @ \$54/hr 6 month @ \$52/hr
- Platinum Package: 60+ hours per month 3 month @ \$50/hr 6 month @ \$48/hr

User Prerequisites:

- Copy of general liability/product liability insurance with Bailey's Catering LLC & Legacy Commercial Property named as additional insured"
- Copy of food manager certification

Do you meet these requirements?

- Yes
- No

***See last page for address information for liability insurance policy.**

Terms

The term of this agreement shall be for the dates and times requested in the attached application. The renter shall pay to Bailey's Catering LLC the rental amount of \$_____, which will be split into equal payments and charged monthly to a credit card on file for the duration of this contract. This rental amount includes basic kitchen rental, utilities and equipment usage. If for any reason the credit card being charged is declined, the renter will be notified immediately. Access to the kitchen will be restricted until a working credit card has been supplied. After 48 hours, any reserved kitchen time may be cancelled if no alternate payment method is supplied.

- There is **ZERO TOLERANCE** policy regarding signed commissary agreements with our kitchen. If a renter is found to be cooking from home or in any other kitchen while claiming to any entity to be working from Bailey's Catering LLC Kitchen, they will immediately be banned from further kitchen use and any health department that holds a signed commissary agreement from us will be notified. No refunds will be given.
- All food prepared in the kitchen must also be stored in the kitchen until it is brought to its destination (catering event, retail store, farmer's market, etc.) or sold. You may not prepare food in the kitchen and then store it in your home refrigerator, it must remain at the kitchen per the Will County Health Department rules. Should the renter be found in violation of the rule, kitchen use contract will immediately be revoked, and health department(s) will be notified. No refunds will be given.
- The renter shall furnish their own food, spices, bowls, utensils, towels, pots and pans necessary for their process. When processing is completed for the day, renter must remove their equipment from the kitchen or store it in a rented storage space in the kitchen. All stored items must be properly washed and sanitized.
- Renter shall procure and maintain the appropriate food service licensing from Will County Health Department and/or the State of Illinois. A copy of the license must be provided to Bailey's Catering LLC prior to your first rental date. The renter shall be solely responsible for any fines or fees levied by the County Health Department, or the State of Illinois related to their activities in the kitchen.
- Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the kitchen.

- Renter is solely responsible for supervising all individuals in the kitchen during your rental time related to your rental time. Bailey's Catering LLC reserves the right to evict individuals from the facility at any time if their conduct is deemed to be destructive or detrimental in any way.
- Under no circumstances shall the renter allow any other organization or individual to use the kitchen for the period which the renter has contracted.
- A refundable security deposit in the amount of \$200 has been deposited by the renter with Bailey's Catering LLC. The security deposit will only be returned to the renter if the kitchen is returned in the same condition as it was received. The kitchen must be clean and have trash removed upon final inspection, before any/all portion of the security deposit will be returned. If damages are made to the property and the repair costs exceed the paid security deposit, Bailey's Catering LLC reserves the right to charge the additional expenses to the renter's credit/debit card on file.
- Renter agrees to abide by the following rules, and agrees that upon violation of said rules, Bailey's Catering LLC has the option to terminate this rental and demand that tenant vacate the premises.
 1. No furniture or equipment shall be removed from the premises unless it has been rented.
 2. Renter shall not admit a larger number of individuals that can lawfully, safely and freely move about the facility.
 3. Smoking is not permitted in the facility.
 4. Drugs and alcohol are not permitted in the facility.
 5. Animals are not permitted in the facility.
 6. All trash in and about the facility must be removed daily and placed in trash receptacles located outside the building.
 7. If you are storing products or ingredients for products in the facility, you must check your stock for current dates. **NO EXPIRED DATES** allowed on the premises.
 8. Rental time begins at the scheduled start time and ends at the scheduled stop time. All set up and clean up must be completed within this time frame. You must vacate from the rental space by the scheduled end time.



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Kitchen 1 Cooking Station 1

2 Burner Gas Stove & Oven
1 Full Size Gas Convection Oven
2 Prep Tables

Kitchen 1 Cooking Station 2

2 Burner Gas Stove & Oven
1 Full Size Gas Convection Oven
2 Prep Tables

(if not in use; Priority to Cooking Station 1)

Kitchen 1 Baking Station

1 Full Size Convection Oven
2 Burner Gas Stove & Oven
2 Prep Tables
20 Qt Hobart Mixer
1 Rolling sheet pan racks
Sheet pans (*Full size and half size*)

Kitchen 2 Induction Station

4 Electric induction burners
1 Full Size Gas Convection Oven
1 Rolling sheet pan rack
2 Prep Tables

Kitchen 2 Baking Station

1 Full Size Gas Convection Oven
2 Prep Tables
20 Qt Hobart Mixer
1 Rolling sheet pan rack
Sheet pans (*Full size and half sizes*)

Shared use for cooking & baking stations

3 compartment ware washing sinks
12 Gallon Soup Kettle
Deli Slicer
5 Quart Kitchen Aid Mixer
Blender
36" Electric Griddle
Electric Panini Press
Mop sink & Janitorial Supplies for cleaning
Robo Coupe

Available to rent at additional cost:

Cambro insulated food transport containers \$20
+ \$100 Fully Refundable Deposit

Monthly dry storage \$50/month per shelf

Monthly refrigerator/freezer storage
\$60/month per shelf

Anyone using the kitchen for catering, food truck, exclusive kitchen rental, or preparing food to be sold to the public MUST have a liability insurance policy. Bailey's Catering LLC and Legacy Commercial Property must be added as an additional insured while you are a subscriber. You or someone you employ who is present in the kitchen with you always must be a certified food protection manager. Anyone working for you in the kitchen must have food handler certification.

Certification information can be found here:

<http://www.myfoodservice.com/>

Indemnification and Liability

Renters shall indemnify, defend and hold harmless Bailey's Catering LLC & Legacy Commercial Property from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injury to any person or persons or damage to property arising out of or in any way connected with renter's use of occupancy of the kitchen.

Signature or Responsible Party _____ Date _____

Credit/Debit Card No. _____

Name on Card _____

Expiration Date _____ Sec _____ Billing Zip Code _____

Signature of Owner _____ Date _____

For Office Use Only	
Total amount owed _____	Security Deposit _____
Refund amount _____	Authorized by _____

Information for your liability insurance policy
Both parties below must be listed as additional insured.

Bailey's Catering LLC
681 W. Boughton Rd
Bolingbrook, IL 60440

Legacy Commercial Property
2701 Lawrence Avenue, Suite A
Springfield, IL 62704

Liability insurance policies should have coverage in the amount of \$1,000,000.00

