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**The Fresh Food Factory Incubator Kitchen Use Application Form**

The Fresh Food Factory Incubator kitchen provides space in 5568-5588 Tuxedo Rd Prince Georges County 20781.  The facility, which is explained in detail below, offers artisan food makers and mobile food vendors food supply / storage, Water Supply, Food Preparation, General Supply Storage, Storage of mobile food vending unit, Repairs, Cleaning of Equipment / utensils, Waste Disposal and Cooking Oil Recycling, a place which they can call home. The Fresh Food Factory Incubator is looking for commercial users that already have a food business or that have a viable, and stable, business idea.  Admittance to The Fresh Food Factory Incubator is a highly competitive process that takes into account many factors. Promising candidates will be interviewed by staff.  Please fill out this form and email it to: chef@thefreshfoodfactory.com and provide as many of the suggested attachments as you can.

**CONFIDENTIALITY POLICY:** We have asked you to share some personal information. The information you share with us will remains strictly confidential (we will never identify you by name or share your personal information without your signed permission). I understand the confidentiality policy and hereby give permission to The Fresh Food Factory Incubator staff to use my information for program evaluation and reporting purposes.

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

**Attachments Requested**

\_\_\_ Proof of general liability insurance

\_\_\_ Current Food Handler Manager Card

\_\_\_ Proof of workers compensation insurance (if applicable)

\_\_\_ Resume or Employment History

\_\_\_ Letters of Recommendation (minimum of 3 from employers, clients, and/or people familiar with the business)

\_\_\_ Other (examples: Please include anything relevant to your business including sample menus, marketing materials, press, etc.)

**Commercial User Contact Information**

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| Business Name |
| First Name | Last Name |
| Mailing Address |
| Phone Number | Fax Number |
| Email | Website |

**Business and Business Planning**

The Fresh Food Factory Incubator would like to create a community of food businesses and in looking for commercial partners; The Fresh Food Incubator is particularly interested in their industry readiness and the soundness of their business principles.

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| Please describe, briefly, your business; |
| How many years have you been in business (this specific business)? |
| Do you have a working business plan?   \_\_\_\_ Yes     \_\_\_\_  No (If no, please explain why not) |
| How many employees work for your business? |
| How do you expect your business to grow in the next 6 months? |
| In the next year? Please list some former customers, or describe your target market.       |

**Food Industry Experience**

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| --- |
| Who is the person/s who will be doing the cooking? |
| Does this person/s have professional food experience?  \_\_\_ Yes   \_\_\_ No   Please describe: |
| Does this person/s have culinary training?  \_\_\_ Yes  \_\_\_ No   Please describe: |
| Are you comfortable using commercial kitchen equipment?  \_\_\_\_ Yes   \_\_\_ No |
| Are you comfortable cleaning and maintaining commercial kitchen equipment?  \_\_\_\_ Yes    \_\_\_\_ No |
| Is there any specific equipment in The Fresh Food Incubator that you would need training on?       |

**Kitchen Use**

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| --- |
| Please describe how your product is prepared: |
| What are your anticipated monthly kitchen use hours? |
| What equipment will you be using? |
| How many employees will be using the kitchen? |
| What kind of equipment will you be bringing with you?    |

**Storage - Shipping**

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| --- |
| What are your storage needs? |
| Do you have any additional off‐site storage? |
| Do you have shipping/transportation needs? How will you fill them?   |

**Community or shared-use- Kitchen; the following information is vital to the culture we are building**

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| --- |
| Have you ever worked in a community kitchen or a shared‐use kitchen before? |
| Would you be willing to answer questions from The Fresh Food Factory Incubator program participants about your experiences? |
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I understand that this application does not imply acceptance into The Fresh Food Factory Incubator program, or acceptance as a commercial user. I also verify that the information provided is complete and accurate to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              \_\_\_\_\_\_\_\_\_\_\_\_

 Print Name                                                 Signature                                                          Date

#  Kitchen Layout and Equipment Equipment / Small Wares

All of our Kitchen Zones are well equipped with well-maintained professional quality appliances. The kitchen has a selection of pots, sauté pans, braisers, hotel pans, mixing bowls & sheet trays that everyone may use on site and must be returned to their original location that day. Please bring your own small wares (whisks, knives, spatulas, spoons, tongs etc.) Facilities will provide foil, plastic wrap, garbage bags, aprons, bar mops, and hand towels for communal use and they will be in designated areas to be replaced after use.

AMENITIES

2 Cooking Stations with combined 30' of equipment that includes...double stacked convection ovens, vent less combo convection/steamer oven, 30 gal tilt skillet, table top tilt kettle, (2) 4 burner ranges with standard ovens, 4' grill

over 15 Prep Stations
Dry Storage and Communal Pantry
2 Walk-in Freezers and 4 Walk-in Coolers

Planetary Mixer

Fryers
Professional Appliances and Equipment
Wi-Fi

Receiving and Shipping Area

**Food Truck Depot**

Food supply / storage, Water Supply, Food Preparation Space, General Supply Storage, Storage of mobile food vending unit, Repairs, Cleaning of Equipment / utensils, Waste Disposal and Cooking Oil Recycling

**Hourly**

$35/hour

* $250 deposit
* This plan is for non-food permits. Culinary professionals may rent the kitchen for classes, instruction or demos, including TV spots

**Membership Fee**

$134.95

8 hours/Month

* $16.87/hour
* $250 deposit
* This is the Monthly Minimum required by incubator to maintain your contract and your food permit.

**32 Hours**

$512

32 Hours/Month

* $16.00/hour
* $250 deposit
* You qualify for this rate when your hours in the kitchen are from 32-59/month. This equates to approximate 4 full days in the kitchen.

**60-80 Hours**

$1,059.10

70 average Hours/Month

* $15.13/hour
* $250 deposit
* When your hours are above 60 a month, you qualify for this greatly reduced rate. If you’re spending weeks in the kitchen, this is your best rate.

**Food Truck Vendor Rates**

Rates for food truck vendors will average at $650 including (1) storage shelf of choice. We will have a total of 15-20 dedicated food truck parking spaces.

Reduced rates are available for Non-profit groups. Please contact us for a quote.

Rate Schedule for Teaching Space

If you would like to rent the kitchen for a one-time event or class, the rate is $125.00 for a minimum of 4 hours. You will have exclusive use of the kitchen space during that time (not including the market) and we can help you advertise the class. Please call us to discuss availability.

**Reserving Kitchen Time**

We book reservations monthly and give priority to our standard, regular bookings. This allows our long-term tenants to plan ahead. New reservations are available on a first come first served basis. We require a 30-day written notice to cancel your lease. You cannot sublease your time at the kitchen.

**Storage Rental Rates**

Overnight storage is not included in the hourly fee, but can be rented—if available—for an additional fee.

**Rolling racks**

Two (2) rolling rack is available for shift usage without charge but must be cleared at the end of each shift. Rolling

Racks are $36.00 per month for clients with less than 40 hours per month. Storage of one rolling rack for clients with use of 40+ hours a month is included in the fee structure. The Fresh Food Factory supplies the rolling racks. Clients supply the plastic cover or containers. Every client rolling rack must have client’s information displayed as required by management. The kitchen can accommodate a limited number of rolling racks on a first reserved basis.

**Walk-in refrigeration**

The walk-in has 3' of free, shared shelf space that is always available for use while a client is in the kitchen but must be cleared at the end of the clients shift. Space is available on the metro rack by the lineal foot of shelf length. The rental rate for shelf space is $10.00 per lineal foot per month. Caterers may store rolling racks in the walk-in for $15 per 24 periods. Caterers supply their own rolling rack. Caterers can use 3 feet of open space in walk-in ONLY when they are working.

**Reach-in refrigeration**

The low shelf is available for shift usage without charge but must be cleared at the end of each client shift.

Reach-in space is rented by the shelf. There is approximately 3-6 square feet per shelf. Shelves are rented at the rate of $15.00 per lineal foot per month on a first reserved first basis.

**Reach-in Freezer**

The low shelf is available for shift usage without charge but must be cleared at the end of each client shift. Reach-in space is rented by the shelf. Shelves are rented at the rate of $35.00 per month on a first reserved basis.

**Dry storage**

One 6' metro shelf is designated for shift usage without charge but must be cleared at the end of each shift.

Dry storage space is rented by the shelf foot. Metro shelf space is available at the rate of $10.00 per foot per month

**Outside Storage**

 At this time there is no outside storage space available on site.

**Cancellation and Vacation Policies:**

Once you reserve your kitchen hours, you are responsible for paying for your time. We understand that your schedule may change, but you are responsible for paying for the hours you reserve. Any other arrangements are required in writing from a manager. Regarding vacation: If you have reserved hours, then they are yours. We will not give them away. Like an apartment, you pay to ensure that your space and time will be available to you upon your return.

**Clean Up Responsibilities: See application.**

**Kitchen Rules: See application.**

**1. \_\_\_\_ Application and Processing fee $35.**

**2. \_\_\_\_\_District of Columbia License.**

**3. \_\_\_\_ Serve Safe Certificate.**

**This is a basic food handling course. It will take between 2 and 3 hours to complete online, and will cost $15. You can take it online at http://www.servsafe.com/Starters/index.aspx.**

**4. \_\_\_\_ Insurance, naming The Fresh Food Factory Incubator as additional insured.**

**For insurance you will need to purchase a $1 million general liability policy. The address is 5586-5588 Tuxedo Rd, Hyattsville MD 20781. This insurance generally costs $500 - $ 800 per year and is useful for events, retailers, and vendors. Most businesses require it. Our preferred broker is Allstate Insurance Company 14624 Main St, Upper Marlboro, MD 20772. The representative there is LaTracia Gaddy, LATRACIAGADDY@allstate.com , she is familiar with the needs of Incubator’s tenants.**

**5. \_\_\_\_ Security Deposit and first month's rent. We will need a $250 security deposit at the time you sign a membership and your first month’s rent.**

**6. \_\_\_\_ Schedule. We will need to know how many hours you plan to rent per week / month, and when this will allow us to offer the best plan for you and your business.**

**7. \_\_\_\_ Logo for website.**

**Thank you for your interest. We look forward to meeting you!**