

THE CENTRAL COLLECTIVE

RENTAL AGREEMENT POLICIES

The Central Collective Kitchen is a fully licensed, commercial kitchen facility. It is home to Dale's Fried Pies, but also provides kitchen space for local food entrepreneurs to explore new food business ideas with minimum capital investment. The information below is an overview of rules and rates for The Central Collective Kitchen. All rules, procedures, and rates are made at the discretion of management and are subject to change. For questions, contact Dale Mackey at info@thecentralcollective.com.

FEE STRUCTURE

- Membership: \$175 for 6 month agreement or \$300 for 12 month agreement
- Kitchen Use: \$15/hour in the kitchen for Commissary Members
- If you do not need commissary paperwork, you can opt for the one-time drop-in rental (\$60/hr)

TO COMPLETE YOUR AGREEMENT

1. Fill out the following form and enter your initials before hitting "Submit."
2. Email your proof of insurance and food handler course certificate to Dale Mackey at info@thecentralcollective.com (not necessary for one-time drop-in rentals)
3. Once we have received your agreement, proof of insurance and food handler course certificate, we will process your commissary fee using the credit card provided on your agreement. You will receive an email with your commissary agreement letter, which we will also send to the Knox County Department of Health. You will then be able to reserve time in the Central Collective kitchen via our website booking portal.

KITCHEN AVAILABILITY AND RESERVING TIME

Currently, the kitchen is available for commissary reservations at the following times. Please make sure these times work with your schedule before signing a commissary agreement with The Central Collective. Kitchen availability is on a first reserved, first served basis. Once you have completed your commissary agreement, we will provide you with a link and instructions to book reservations online. Rental fee (\$15/hour) will be due upon booking.

- Mondays 5a-10a
- Tuesdays 5a-10a
- Wednesdays 5a-10a & 5:30p-12a
- Thursdays 5a-10 & 2p-12a
- Fridays 5a-4p
- Saturdays 5a-11a
- Sundays 5a-11a & 8p-12a

INSURANCE

All Commissary tenants must provide proof of a \$1M liability insurance to be kept on file. Products may be covered under the processors home/farm insurance. Processors should contact their insurance agent and add The Central Collective as an additional insured. This should not be an extra cost to you. May renters use fliprogram.com. Insurance is not necessary for one-time drop-in rentals.

CERTIFICATION AND INSPECTIONS

The Central Collective kitchen is inspected by the Knox County Health Department and compliant with the Tennessee Department of Agriculture. 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.**

Once you have completed your commissary agreement, we will send a copy of your commissary agreement to the Knox Co. Department of Health. If your business requires certification by the Tennessee Department of Agriculture, you can schedule an inspection time with them directly and reserve kitchen time via the booking portal.

LABELING AND MAILING ADDRESS

Is the responsibility of the renter to insure that all packaged products are labeled in accordance with the Department of Agriculture requirements. You may list the Central Collective address as your manufacturing location on your product labeling but **DO NOT list The Central Collective address as your business or mailing address for any business documents**, including but not limited to: business licenses, IRS forms, or any applications with the Knox County Department of Health or Tennessee Department of Agriculture. Any mail received at The Central Collective location will be returned to the sender.

FOOD SAFETY

Safety of the product and processor is the top priority of the Central Collective Kitchen. Commissary members must have completed basic ServSafe food handler training or a comparable food safety handling course and provide certificate of completion to be kept on file. Food handler training is not necessary for one-time drop-in rentals. 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.

PERSONAL SAFETY AND SECURITY

Please be sure to keep the door closed and locked during your rental time. Sometimes curious people will stop by looking to buy pies or ask about the event space, but it is not your responsibility to answer their questions or provide them with information. If you like, you may provide a business card located by the door for them to get in touch, but you don't need to open the door if you prefer not to.

Please keep the security cameras located on each side of the space plugged in and unobscured. We rely on these cameras to confirm rental times and to maintain the safety of the space when we are not present, and are required to have them online and unobscured for our property insurance.

EQUIPMENT / TOOLS:

Central Collective Kitchen provides kitchen space (6 Burner Gas Range with Hood, Three Compartment Sink, Handwash Sink, Prep Space) as well as basic cleaning supplies. Some cookie sheets, mixing bowls and various utensils may be used by renters, but any additional specialized equipment must be brought in by the renter. **Make sure you do not take Central Collective equipment home with you. If you do, you will be fined.** Equipment supplied by renter must be NSF approved and will be inspected by the kitchen manager to ensure compliance.

Your rental only includes access to The Central Collective Kitchen. Do not use other Central Collective areas or move any furniture in the space. **Do not use the desk or computer located in the kitchen or place ANY items in this area.**

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 in parking lot. If receptacles are full, leave trash bag by the front door. Any recycling must be carried out and brought home with renter—we are currently on a recycling waitlist. Failure to properly clean up after use will result in a fee of \$50 per hour spent in extra cleaning.

DAMAGE DEPOSIT / CANCELLATIONS

All renters are required to keep a credit card number on file in lieu of a damage deposit. This card will only be charged in the event of failure to pay for rental fees or damages. Do not enter the space outside of your reserved time without prior approval.

Violations of The Central Collective regulations as outlined in this agreement may result in a termination of your commissary agreement with the Central Collective and are not eligible for any refunds.

If you need to cancel your reserved time, you may do so up to 48 hours before your scheduled rental time. Your payment can be used for a future rental or we can issue a 75% refund for your rental fee.

PARKING

The Central Collective parking lot is available for your use during your rental. Do not leave your car in The Central Collective parking lot when you do not have kitchen time reserved or it may be towed.

CENTRAL COLLECTIVE KITCHEN MAP

