



Date _____
Tracking Number _____

**SHARED KITCHEN AGREEMENT CONTRACT & TERMS**

This agreement is for the rental of space in \_\_\_\_\_  
*Restaurant Name*

Located at \_\_\_\_\_  
*Restaurant Address*

**POP-UP USER INFORMATION**

Pop-up/Kitchen User Name ("Pop-up") \_\_\_\_\_

Agent Name and Title \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**DETAILS OF AGREEMENT**

**1. Please describe the products you plan to produce at the restaurant:**

**2. Equipment Requirements:**

The pop-up shall furnish their *Special Notes:*  
 own bowls, utensils, towels, pots  
 and pans necessary for their  
 process unless otherwise agreed.

**3. Storage (space required in freezer, refrigeration and/or cupboards/lockers):**

Dry Ingredients: \_\_\_\_\_

Raw Product: \_\_\_\_\_

Finished Product: \_\_\_\_\_

*Note: When processing is completed for the day, The Pop-up user 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.*



Date \_\_\_\_\_  
 Tracking Number \_\_\_\_\_

**SHARED KITCHEN AGREEMENT CONTRACT & TERMS**

DETAILS OF AGREEMENT, continued

**4. Rental Time and Charges:**

a) Fee per hour: \_\_\_\_\_  
*This rental amount includes basic kitchen rental, utilities, and usage of identified equipment.*

b) Additional storage space fees: \_\_\_\_\_

c) Weekly/Monthly rate available: \_\_\_\_\_

Starting time and ending time for each day of the week you wish to use the kitchen:

	Start Time	End Time
<b>Sunday</b>		
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		

**5. Damage Deposit:**

The damage deposit will only be returned to the renter if the kitchen is left in the same condition as it was upon arrival.

**6. Cancellation Policy:**

**7. Liability Insurance Amount:** \_\_\_\_\_  
*(Attach copy of policy)*

**8. Food Safety Standard Operating Procedure:**

- Pop-up must hold a Safe Food Handling Certificate; attach copy.
- It is also the pop-up's responsibility to ensure that the kitchen is left in a sanitary and orderly state at the end of the shared use period. Note any specific cleaning and sanitizing details for the space and each piece of equipment being used:



Date \_\_\_\_\_  
 Tracking Number \_\_\_\_\_

**SHARED KITCHEN AGREEMENT CONTRACT & TERMS**

DETAILS OF AGREEMENT, continued

**9. Security Policy** (e.g. entry and locking up facility):

**10. Garbage Disposal:**

*All trash in and about the facility must be removed on a daily basis and placed in trash receptacles located outside the building.*

**11. Payment Details:**

The Pop-up shall pay to the Restaurant the rental amount calculated for above fees and allotted times in 4) a. and b.

Payment will be made on: \_\_\_\_\_

After 48 hours, any reserved kitchen time may be canceled if no payment is received.

Payment Method:            Check            Cash            Credit

A refundable damage deposit in the amount of \$ \_\_\_\_\_ has been deposited by the Pop-up with the Restaurant

**ADDITIONAL TERMS**

- Pop-up and Restaurant are jointly and solidarily liable for any damages arising during the Pop-up's occupancy of the kitchen unless otherwise specified in an attachment hereto.
- Pop-up 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 Pop-up's use or occupancy of the kitchen.
- Pop-up is solely responsible for supervising all individuals in the kitchen during the Pop-up's use time.
- Restaurant shall maintain the kitchen in a sanitary and orderly state and ensure that all equipment available to the Pop-up operates to all applicable health and safety standards.
- If a Pop-up is found to be processing from home or in any other kitchen while claiming to be working from the Restaurant, the Restaurant will notify the Louisiana Department of Health.
- Under no circumstances shall the Pop-up allow any other organization or individual to use the kitchen for the period which the Pop-up has contracted.
- Smoking is not permitted in the facility.

Date _____
Tracking Number _____

## SHARED KITCHEN AGREEMENT CONTRACT & TERMS

### ADDITIONAL TERMS, continued

- Restaurant 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.
- Pop-up agrees to abide by the above rules, and agrees that upon violation of the rules, the Restaurant has the option to terminate this agreement and demand that tenant vacate the premises.

### SIGNATURES

Restaurant Agent Signature: \_\_\_\_\_

Restaurant Agent Name: \_\_\_\_\_

Restaurant Agent Title: \_\_\_\_\_

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

Pop-up Agent Signature: \_\_\_\_\_

Pop-up Agent Name: \_\_\_\_\_

Pop-up Agent Title: \_\_\_\_\_

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