

# **Commercial Incubator Kitchen Application and Policies**

Douglas County Fairgrounds, Building 21

*rev. December 13, 2013*

The Commercial Incubator Kitchen at the Douglas County Fairgrounds (Building 21) was designed in 2005 as part of the renovated shared commercial kitchen project to provide space for farmers and food entrepreneurs to add value to their products, extend their product line and season, and build their small business in a safe, certified environment. Incubator kitchens provide food entrepreneurs with the space and equipment they need for lease, allowing entrepreneurs to focus on developing their recipes, market, and business model without the upfront capital costs of expensive commercial kitchen equipment.

## Commercial Incubator Kitchen Goals:

- Increase the utilization of the Incubator Kitchen as a commercial processing kitchen.
- Support start-up local food businesses by providing access to equipment and facilities.
- Improve our community members' access to locally-grown and prepared products.

## Commercial Incubator Kitchen Application

Before reserving the Commercial Incubator Kitchen, each client must:

- Complete and sign the Commercial Incubator Kitchen application (see attached).
- Provide refundable deposit fee of \$100.00 (one time only).
- Complete a tour of the Commercial Incubator Kitchen.
- Provide a current copy of your business's food processing license from the Kansas Department of Agriculture.
- If you do not have comprehensive general liability coverage, you are not required to provide coverage as long as your use of the Incubator Kitchen does not exceed 24 uses in a 12 month period. If you use the Kitchen fewer than 24 times per year, the County's liability coverage will cover your use. However, the County's insurance provider reserves the right to seek payment for damages should an accident occur.
- If you utilize the Kitchen more than 24 times per year, you must provide a certificate of insurance showing current comprehensive general public liability coverage with respect to the Douglas County Commercial Incubator Kitchen, having limits of liability for bodily injury, death and property damage of not less than a combined single limit of \$1,000,000 per occurrence, with \$2,000,000 total coverage. This certificate of general liability insurance must list Douglas County as additional named insured.
- Review the Commercial Incubator Kitchen policies (listed below).

## **Making A Reservation**

The Incubator Kitchen is leased only to approved clients. Priority is given to contracted vendors and standing reservations, allowing our clients to establish a regular schedule. New and additional reservations are handled on a first-come, first-served basis.

To make a reservation, contact the Douglas County Maintenance Department at (785) 749-1737 Monday through Friday, 8:00 a.m. – 5:00 p.m.

## **Rental**

Based upon availability, the Incubator Kitchen can be rented Monday through Friday on a first-come, first-served basis. The Incubator Kitchen is available for rent on a half day or full day basis. The time blocks for half day rental are: Block 1 (6:00 a.m. – 2:00 p.m.), and Block 2 (3:00 p.m. – 11:00 p.m.).

The rental fee is \$25 per half day and \$50 for a full day. The maximum consecutive rental time period is two full days. Prices include use of the space, major kitchen equipment, utilities and cleaning supplies.

## **Rental Fee Payment**

The rental fee is due upon the receipt of the invoice and must be paid prior to using the Incubator Kitchen. If the Incubator Kitchen is being rented multiple times by the same party, they have the option to pay all of the rental fee upfront at one time or prior to each use. There will be a \$35.00 return check fee and any further payments shall be required in form of a money order.

## **Refundable Cleaning Deposit**

There is a refundable cleaning deposit of \$100.00 due upon approval of application for use of the Incubator Kitchen on a yearly basis. Make checks payable to ‘Douglas County Maintenance Department’.

## **Damage**

By submitting an application and using the Incubator Kitchen, the client agrees to pay for any and all damage done to property, facilities, fixtures or grounds occurring during the time period of the client’s use, but only to the extent resulting from client’s negligent or willful act or omission, or the negligent or willful act or omission of the client’s officers, agents, employees, guests, patrons, or invitees. If Douglas County pursues legal remedies available for collection of debt, the applicant agrees to pay all costs of collection efforts, including but not limited to attorney fees and court costs.

## **Cancellation Policy**

Clients must provide the Douglas County Maintenance Department with at least 24 hours notice when cancelling a scheduled time slot. This can be done by calling (785) 749-1737 Monday through Friday, 8:00 a.m. – 5:00 p.m. Clients who do not provide 24 hour cancellation notice will still be billed the scheduled rental fee.

## **Kitchen Equipment**

The client has exclusive use of this equipment for the time reserved. Clients will find the following items in the kitchen:

- 60” Electric Range with 6 burners and 24” griddle
- One Electric Convection Oven
- One Electric Tilting Kettle, Steam Jacket Design, 25-gallon capacity
- One Electric Hot Food Serving Counter, 58-3/8” Length with (4) 12’x20” hot food wells
- One Commercial Microwave Oven, 1000 watts
- One 20 qt. Food Mixer
- One 54” Refrigerator
- One 45.9 CU FT Glass Door Merchandiser Refrigerator
- One 27” Freezer
- One 48” x 18” Pan Prep Table
- One Three Compartment Sink
- One Hand Sink
- One Dishwasher
- One Soiled Dishtable (with food disposal)
- One Ice Maker
- Two One-Compartment Sinks (one with food disposal and sprayer)
- Five Stainless Steel Work Tables
- One Mobile Bun Pan Rack
- Wire Storage Rack
- One Security Storage Unit (filled with small wares – must be granted permission to use by contacting the K-State Research and Extension – Douglas County Office at (785) 843-7058)
- A notebook with the Equipment Owners’ Manuals
- A restroom and a cleaning supply closet is located directly north of the kitchen

The Incubator Kitchen does not provide long term storage units.

A tour of the kitchen space is required, so you know if the space meets your needs. Tours can be arranged by contacting the K-State Research and Extension – Douglas County Office at (785) 843-7058 or the Douglas County Maintenance Department at (785) 749-1737 or (785) 832-5296.

### **What to Bring**

Clients should bring all small wares such as utensils and scales, cookware, bake ware and disposable items, such as plastic wrap, foil, sheet pan liners, towels, test strips etc. It is the responsibility of each client to bring their own ingredients.

### **Cleaning and Supplies**

Each client is responsible for cleaning the kitchen as part of their kitchen use including all equipment, tables and floors. The Incubator Kitchen will supply all the necessary cleaning supplies and will take care of the periodic deep cleaning. A trash dumpster is located east of Building 21. All users are required to empty their trash from the kitchen. If the kitchen is not clean upon inspection after client use, the aforementioned deposit of \$100.00 will not be refunded. For an additional fee, facility cleaning (excluding small wares) can be provided by the Douglas County Fairgrounds Caretaker. This can be specified during the reservation and application process.

### **Kitchen Access**

The Douglas County Maintenance Department will be responsible for unlocking and locking the kitchen. The Caretaker can be reached at (785) 840-6136 (cell), (785) 838-3337 (home), or (785) 832-6476 (pager).

### **Helpful Information**

For information on obtaining a food processing license, contact:

Kansas Department of Agriculture  
Division of Food Safety and Lodging  
(785) 296-5600

[http://www.ksda.gov/food\\_safety/](http://www.ksda.gov/food_safety/)

# Commercial Incubator Kitchen Application and Agreement

Date of Application:

Applicant Name:

Company Name:

Address:

Phone:

Alt Phone:

Email:

Product & Service Description:

What is the desired use of the Kitchen?

Where will this product be distributed?

How often are you interested in using the kitchen (daily, weekly, monthly, yearly, seasonally)  
Please explain.

How many employees will be working with you in the Commercial Incubator Kitchen?

Do you have workers' compensation insurance to cover these employees?

**I have completed/submitted the following:**

Provide refundable cleaning deposit of \$100.00.

Complete tour of the Incubator Kitchen

Provide current copy of Kansas Department of Agriculture food processing license

Provide current copy of Certificate of Insurance (if use the kitchen more than 24 times/yr)

In consideration for and as a condition of the use of the above stated facilities, applicant agrees to indemnify and hold harmless Douglas County, its elected officials, employees, and agents, against any and all claims, demands, causes of action, damages, costs and liabilities resulting from or caused by the use and occupation of the facility, including attorney fees incurred as a result of any indemnified claim, whether such use is authorized or not and whether arising from the negligent or willful act or omission of the applicant or any of its officers, agents, employees, guests, patrons, or invitees; and the applicant shall, at its sole risk and expense, defend any and all indemnified claims, actions or legal proceedings which may be brought against any of the indemnified parties, using attorneys reasonably acceptable to the indemnified parties..

By signing below, applicant verifies to have read and understood the policies, including the reservation procedure and rental fees, and agrees to abide by them.

Signature

Printed Name

Date

Douglas County accepts the foregoing application, subject to the applicant's compliance with all policies, including the reservation procedure and rental fees.

Signature

Printed Name/Title

Date