



## **Commercial Kitchen Use Application Form**

Pitchfork Incubator Kitchen provides a 1200 square foot commercial kitchen space for Linn, Benton, and Lincoln counties and other regional businesses. The facility, which is explained in detail below, offers local businesses a place they can call home.

Pitchfork Incubator Kitchen is a gluten-free facility.

Pitchfork Incubator's main mission is to cultivate food entrepreneurs as they formalize and grow their businesses by providing affordable commercial kitchen space, industry-specific technical assistance and access to market opportunities.

Pitchfork Incubator Kitchen is looking for commercial users that already have a food business or that have a viable, and stable, business idea. A commercial kitchen user should have:

- Business experience and a concrete business plan.
- Exposure to the food community in the tri-county and the willingness to share experiences and resources.
- A vision for their business, a larger food community and local food systems.

Admittance to Pitchfork Incubator Kitchen is by application and takes into account many factors, staff will interview applicants.. Flexibility based on kitchen access time will be an important consideration for admittance as a commercial user.

Dedicated kitchen space is rented by full time and part time monthly blocks. A full time (FT) space is \$800 per month and a shared part time (PT) space is \$450. Pitchfork Incubator Kitchen requires a 1 month security deposit and a 3 month commitment in the form of a signed lease agreement.

Please fill out this form either online or by hand and email to [julie@pitchforkincubator.com](mailto:julie@pitchforkincubator.com) or bring it to our location at 33809 Eastgate Circle, Corvallis, OR 97333. Feel free to call with any questions. (541) 961-0223 ext. 302. Please provide as many of the suggested attachments as you can.

We charge a \$50 non-refundable application fee made payable to Pitchfork Incubator Kitchen. There is no charge to submit this form, the \$50 charge is only required when the application moves forward.

**CONFIDENTIALITY POLICY:**

**We have asked you to share some personal information. The information you share with us will remain 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 Pitchfork Incubator Kitchen staff to use my information for program evaluation and reporting purposes.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Commercial User Kitchen Information**

**Hours and Availability:**

Members, once approved and onboarded, have 24 hour access. After a business has had adequate training and experience they are given electronic access to the kitchen.

Kitchen space is reserved on an online scheduling system that's first come first served. Approved users can make reservations up to three months in advance for the space and equipment they will need.

**Your dedicated space and kitchen time rental rates:**

Currently our kitchen has four preparation areas, each comprised of approximately 80 square feet allowing for storage of tools, raw materials and finished goods.

Each area will be provided their own 4x6 metro rack, a rolling cart for transport in and out of the kitchen, and a stainless table for non-kitchen production processes.

Rental rates are \$800 a month for full time and \$450 a month for part time rentals. This includes 24 x 7 access to the facility and dedicated kitchen time.

Each F/T member receives 12 hours per week of prime-time (8 AM to 8 PM) kitchen access and 12 hours of off-time access. P/T members have 50%, or 6 hours of each.

Additional hours are available at \$20 per prime time hour and \$12 per off-time hour.

**Kitchen Equipment:**

Kitchen space outside of the prep areas and large equipment has to be reserved online in advance. Use of equipment is included in the price for rental of each preparation area.

- Blodgett Convection Ovens: 2 full size electric
- Single commercial Induction cooktop
- Stainless steel worktables
- Stainless steel 3 compartment large capacity sink
- Stainless hand wash and food prep sinks
- Stainless steel shelving
- Sheet Pan racks ( full and half)
- Sheet Pans
- Mobile stainless steel worktables
- Small wares
- Hobart high temp sanitizing Dishwasher

**Dry, Refrigerated and Freezer Storage:**

Storage is available for monthly rental. Rates vary depending on the amount of space that's rented

- Cooler \$40/month per shelf, 8 shelves available
- Freezer \$40/month per shelf, 4 shelves available

**Additional Equipment:**

Semi automatic continuous band sealer /dater

Custom label Printer Primera LX 900 ( use by arrangement)

**On Site Services:**

Food business Consulting: product development, processing, labeling, packaging, marketing, sales

QB bookkeeping services, bi monthly, on site, by arrangement

**Requirements for Commercial Users:**

- Each business using Pitchfork Incubator Kitchen is a separate business entity. As such, each business owner is responsible for complying with the city, state and federal regulations governing food related businesses concerning licensing, food safety and sanitation, taxes, employment, etc.
- Commercial User must sign a Kitchen User's Agreement, pay a \$500.00 security deposit and attend a Rules and Regulations training before using the kitchen.

### **Liability Insurance Information:**

You must have general liability insurance for your business operations at your sole cost and expense. Your policy must:

- provide liability coverage of \$1,000,000 per incident and \$2,000,000 on an aggregate basis.
- expressly cover claims based on product liability, property damage, and personal injury,
- name Pitchfork Incubator Kitchen, Food Smart LLC, and Eastgate Business Park as an additional insured. (Business must execute a
- waiver of subrogation in favor of Pitchfork Incubator Kitchen, Food Smart LLC and Eastgate Business Park)
- protect Pitchfork Incubator Kitchen and its respective directors, officers, employees, and building owners against any loss, liability, or expense whatsoever from bodily injury, personal injury, theft, death, property damage, or anything else arising out of or occurring in connection with your use and the use by your associates of the facilities.
- be obtained from an insurance company acceptable to Pitchfork Incubator Kitchen. (In general, Pitchfork Incubator Kitchen prefers insurance companies with a Best's rating of "A" or better.)
- comply with requirements set forth by the State of Oregon.
- carry a severability of interests clause.
- not prohibit cross suits.
- be primary and not call upon insurance owned by Pitchfork Incubator Kitchen, Food Smart LLC or Eastgate Business Park.
- not be limited in any way because of any insurance owned by Pitchfork Incubator Kitchen, Food Smart LLC or Eastgate Business Park.

Prior to using the Facilities, you must give Pitchfork Incubator Kitchen evidence that you have obtained an acceptable insurance policy. You must give Pitchfork Incubator Kitchen at least 30 days prior notice before cancelling or altering your policy.

Use the following information for naming Pitchfork Incubator Kitchen and the building owner as additional insured:

**Pitchfork Incubator Kitchen:** 257 SW Madison Ave, Suite 210, Corvallis, OR 97333

**Food Smart LLC:** 33809 Eastgate Circle Corvallis OR 97333

**Eastgate Business Park:** 33900 Eastgate Circle Corvallis OR 97333

Pitchfork Incubator Kitchen does not give recommendations as to insurance companies. The Oregon.gov website will provide information for your business <https://www.oregon.gov/ccb/licensing/pages/liabilityinsurance.aspx>

The information below can also be submitted via an online form here

<https://goo.gl/forms/PSGq2ChYYFuKDpB53>

### **Commercial User Contact Information**

Main Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Cellular: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### **Emergency Contact Information**

Emergency Contact #1 Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact #2 Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

## **Business and Business Planning**

**Pitchfork Incubator Kitchen works to create a community of food businesses, and in looking for commercial partners, Pitchfork Incubator Kitchen is particularly interested in their industry readiness and the soundness of their business principles.**

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

Who is the person who will be doing the cooking?

Does this person have professional food experience?  Yes  No  
Please describe:

Does this person 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 on Pitchfork Incubator Kitchen that you would need training on?

## Kitchen Use

Please describe your product:

What are your anticipated monthly kitchen use hours?

Please write your ideal schedule.

*We have prime hours 8am-8pm and off prime hours 8pm to 8am, monthly occupants receive a set amount of each per month based on lease agreement. Extra hours by per hour rate, based on prime or off prime time slots.*

Are you flexible in your hours?

What equipment will you be using?

How many employees will be using the kitchen?

What are your storage needs?



Do you have any additional off-site storage?

Do you have shipping/transportation needs? How will you fill them?

What kind of equipment will you be bringing with you?

## Community Kitchen

Have you ever worked in a community kitchen or a shared-use space before?

Are you willing to work with other businesses in the same kitchen?

Would you be willing to answer questions from Pitchfork Incubator Kitchen program participants about your experiences?

Please describe how you perceive Pitchfork Incubator Kitchen's program (what you know of it) and facility:

**I understand that this application does not imply acceptance into the Pitchfork Incubator Kitchen 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**

## **Attachments Requested**

- \_\_\_ 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 release, etc.)

( Due after approval )

- \_\_\_ Proof of general liability insurance (see specifications)
- \_\_\_ Proof of workers compensation insurance (if applicable)