

Vendor Application Checklist

IN ORDER OF COMPLETION

(Please note all of the the following must be completed prior to application approval)

- Supply dates and times of interest for using kitchen to the Kitchen Coordinator to check for availability
- Schedule an appointment to see the kitchen and receive additional information
- Submit application, Certificate of Insurance, and deposit to Cooperative Extension
- Secure Health Department permit (or Ag & Markets) if necessary
- Complete mandatory orientation and arrange for key pick-up



**4-H ACRES COMMERCIAL KITCHEN AND
CARGILL TEACHING KITCHEN
APPLICATION/RENTAL LICENSE AGREEMENT**

All applications are reviewed within 2-3 business days of receipt. Please note, submitting an application does not guarantee approval. All necessary paperwork, payments and orientations must be in order for reservation to be secured. Allow for at least two weeks processing time.

*Please complete 2 originals of this form

This License to use the **4-H Acres Commercial Kitchen** or the **Cargill Teaching Kitchen** is entered into between Cornell Cooperative Extension of Tompkins County, 615 Willow Avenue, Ithaca, NY (Extension) and the following named Licensee:

Name of Organization /Group:		Date:
	(Licensee)	
Contact Person*:	Phone:	
Email:	Cell:	
Mailing Address:		
Describe kitchen use:		

****Contact Person must complete kitchen orientation prior to use, must be present throughout room use and will be responsible for compliance with commercial kitchen procedures (listed on page 3).***

One-time Use Multiple Use On-going

Name of Event:

Specify date(s):

Start Time (including set-up time if needed)	End Time (including clean-up time if needed)
AM/PM	AM/PM

Anticipated number of people using the kitchen:

Is this event open to the public: Yes No NA

If yes, and food will be served, do you have a health department permit? Yes No

Key number: Date Issued: Date Returned:

Orientation completed date/time:

Cargill Teaching Kitchen

Indicate which area(s) of the kitchen and equipment you plan to use:

Commercial Demonstration Area (1) Kitchen Stations (4) Food Prep Tables (4)

4-H Acres Commercial Kitchen

Indicate which area(s) of the kitchen and equipment you plan to use:

Commercial Refrigerator (1) Walk-In Cooler (1) Non-Commercial Refrigerator(1)
 Gas Stove (with ansul system) Frialator (1) Food Prep Tables (4) Stand-Up Freezer
 Electric Stove Dry storage-If checked what are your needs:

****Extension does not provide prep equipment, sanitation/cleaning Solutions/materials or garbage bags and cans for either kitchen.***

Rates Per Use & Deposit	Food Startup***	Non-Profit	For-Profit
1/2 Day (4 hours)	\$45	\$50	\$65
Full Day (8 hours)	\$70	\$75	\$90
Evening (after 5pm)	\$45	\$60	\$75
Extended Use* (long-term weekly)	\$45	\$40	\$55
Mandatory Deposit**	\$150	\$200	\$200
1 time event	N/A	\$150	\$150

*Extended Use rate is for 1/2 day sessions, recurring on a weekly basis for a minimum of 6 weeks.

**A deposit of \$200 (\$150 for food startups) is required from all tenants before rental. This deposit covers expenses related to lost key replacements, damages, loss of equipment, cleaning and kitchen violations, as well as no-shows and late cancellations. The deposit will be cashed at the time of submission and returned at the end of the contract period if all conditions of this agreement are met and the teaching kitchen is left clean and in good repair. A \$25 fee will be deducted per instance if the teaching kitchen procedures are not followed. Damages and repairs exceeding the deposit amount will be invoiced.

***Food start up prices apply to for-profit food vendors in their first year of business. After 1 year prices will increase to the For Profit rages.

PAYMENT OPTIONS (Payable at least 24 hours before start time for the event):**

Cash Check (made payable to: Cornell Cooperative Extension of Tompkins County)

Credit/Debit Card

Fee: at = Fee
 Time Period Rate

Fee Tax Exempt-List CCETC Staff Contact:

I have read this applicaiton fully and understand the terms of its contents, indicated by my signature below. I further understqand that failure to comply with the terms of this agreement by not completing the mandatory steps and submitting the necessary documents as outlined above, and/or non-payment for two consecutive sessions will be casue for termination of this contract and therefore void any future sessions

Signature

Date



4-H ACRES COMMERCIAL KITCHEN AND CARGILL TEACHING KITCHEN TERMS OF USE AND LICENSE AGREEMENT

Cornell Cooperative Extension of Tompkins County (CCE-Tompkins) warmly welcomes you to use the **4-H Acres Commercial Kitchen or the Cargill Teaching Kitchen** for your event or activity. We expect that individuals and groups using the kitchen will have basic consideration for others in assuring that the kitchen space, equipment and supplies are left clean and in good order. CCE-Tompkins Nutrition and 4-H staff are responsible for ensuring that the kitchen space, equipment and supplies are in good condition after use by other individuals and groups, and that the procedures have been properly followed. Please adhere to the general procedures for use listed below.

- Complete and orientation with Heather Ward before the scheduled use. Receive instructions on the use of equipment.
- Note the location of the first aid kits and fire extinguishers.
- Lift tables and chairs to move them.
- Use cutting boards for food preparation; do not cut directly on counter tops.
- Protect counter tops from hot pots, pans or dishes using oven mitts or pads.
- **The kitchen is not to be left unattended while stoves/ovens are in use.**
- Clean and leave the kitchen (including, but not limited to, counter tops, stoves and ovens, sinks, floors and equipment) in the same condition at the end of your use as it was in the beginning of your use. **Broom and mop are available in the utility closet just outside the kitchen (4-H Acres) or sanitation room(Cargill Teaching Kitchen) to sweep and mop the floors prior to leaving the kitchen.**
- Follow cleaning instructions for food safety posted near the sinks (4-H Acres) or in the sanitation room (Cargill Teaching Kitchen)
- Return all equipment to appropriate locations.
- Do not remove any dishes, posts, pans, utensils or other material/equipment from kitchens.
- **Vendors are responsible for removing their own garbage**
- Empty compost bins into compost sites outside the buildings. This is only plant material- no meat, eggs or garbage.
- Note that any food left in the kitchen, including in the refrigerators will be composted/discarded (unless arrangements have been made)
- Check to see that all stoves, ovens and faucets are turned off at the end of use.
- Complete the **Kitchen Clean-Up Checklist** and report any missing/broken equipment, depletions/shortages of supplies and feedback/concerns.
- Sign off on the **Kitchen Clean-Up Checklist**
- Shut off all lights and **lock doors.**
- **NO persons under the age of 18 are permitted in the kitchen when being used by the Tenant (no exceptions).** Violation of the provision will result in immediate revocation of this License.

In case of emergency, in addition to contacting 911 as appropriate, please contact Heather Ward at (607) 229-3650. The following are examples of emergencies: personal injury requiring emergency treatment, extensive property damage, accidental lock out, inability to lock up at end of session (including loss of keys), issues involving fire, gas and water leaks, Do not independently call any of the following: plumber, locksmith, electrician etc. for repairs.

An Accident/Incident Report must be completed whenever there is an accident or incident involving employees, volunteers, participants, tenants, the general public, property or vehicles. Complete this report withing 12 hours of the incident and notify emergency contact above as soon as possible. Blank forms can be found in the document holders at the kitchen entrance.

Signature:

Date:

TERMS OF USE AND LICENSE AGREEMENT

This LICENSE is between Cornell Cooperative Extension of Tompkins County (EXTENSION) and (LICENSEE) who is granted this license to use the kitchen facilities indicated above subject to the all of the terms, conditions and teaching kitchen procedures herein.

1. LICENSEE shall indemnify and hold harmless EXTENSION, their employees, volunteers, agents, Directors and officers and Cornell University from and against any and all actual or alleged claims, suits or demands of any kind and nature whatsoever that result from injury or illness to any person or persons, including death, or damage to property arising out of any act or omission of the LICENSEE, its employees, volunteers, participants or agents and arising out of its use and occupancy of the premises indicated above. LICENSEE shall be fully responsible for supervision and care of minors. LICENSEE is solely responsible for examining the facilities for suitability for all activities contemplated herein and accepts the facilities "as is".

2. The LICENSEE shall provide a Certificate of Insurance to EXTENSION at least ten (10) business days prior to the first date of facility usage or event, showing evidence of the following minimum limits of insurance or as required by law, whichever is greater. Said certificate shall name Cornell Cooperative Extension of Tompkins County as additional insured with not less than 10 days notice of cancellation. P. W. Wood & Son, Inc. will review the certificate for approval. All insurance must be written in a New York State licensed insurance company with a Best's rating of A- or better. Certificate must be signed by an authorized representative of the insurance company and indicate the event/reason for facilities usage on the Certificate. Insurance required of the LICENSEE shall be primary and non-contributory in all respects to any insurance carried by EXTENSION and shall not look to EXTENSION insurance for any contribution toward claims arising out of the use of the Facilities by the LICENSEE.

a. Comprehensive General Liability including Contractual and Products/Completed Operations, with a minimum combined single limit per occurrence of \$1,000,000. If the general liability is from a policy of insurance commonly known as Business Owners Policy (BOP) or similar policy, the Certificate must indicate that the liability insurance provided under the BOP is primarily for this event/purpose. NO EXCEPTIONS.

b. Worker's Compensation, if required by law. If not required initial

c. Auto Liability- minimum \$300,000

d. If any other Outside Vendor is being used for the event, Certificates of Insurance for General Liability and Worker's Compensation (as in a & b) must also be provided to EXTENSION and must sign this form acknowledging the terms and conditions.

e. If alcoholic beverages are being served or distributed during the use, a Certificate of Insurance showing proof of Liquor Legal Liability of not less than \$1,000,000

Groups NOT affiliated with EXTENSION systems or programs of EXTENSION must make it clear in advertising that EXTENSION is NOT a sponsor/co-sponsor or co-host of the meeting or activity of LICENSEE's group. EXTENSION is not responsible for handling calls about events being held by groups not affiliated with EXTENSION. Do not list EXTENSION phone number in event publicity.

Required Language for Publicity. "XXX meeting is being held at the Cooperative Extension building located at 615 Willow Ave. Ithaca, NY off Route 13 at Dey Street. This is not a program of Cornell Cooperative Extension of Tompkins County and the use of CCETC meeting rooms does not imply endorsement of this program or activity by CCETC."

3. Parking is permitted in the designated areas ONLY.

4. No use of the Facilities by the LICENSEE until all terms and conditions are met including insurance and authorized signature of CCE representative.

I/we (LICENSEE) consent to the terms/rules/conditions of said Use of Facilities Agreement as set forth by Cornell Cooperative Extension of Tompkins County (EXTENSION). Failure to adhere to said rules/regulations/ conditions as outlined in this Use of Facilities Agreement, and/or any other correspondence/forms relating to said usage, will result in loss of facilities use privileges without regard to compensation.

Authorized Signature

Title

Print Name

Phone Number

LICENSEE exact business name

Date

Outside Vendor Authorized Signature

Date

Print Name

This form must be returned with your original signature prior to facilities usage to:
Heather Ward, Kitchens Rental Coordinator
Cornell Cooperative Extension of Tompkins County
615 Willow Avenue
Ithaca, NY 14850

Received by Cornell Cooperative Extension of Tompkins County:

Received By

Date