

# Shorewood Community & Event Center

5735 Country Club Road, Shorewood, MN 55331

Phone: (952) 474-7635 Fax: (952) 474-0128

Website: www.southshore-center.org

## KITCHEN RENTAL AGREEMENT

### Applicant Information

Full Name:	
Email:	Phone:
Current Address:	City:
State:	Zip Code:

### Business Information

Business Name:
Address:
City, State, Zip:
Business Phone:
Product Description:
Food Manager Certification # or Food Safety Certification:

### Emergency Contact

Name:
Phone:
Relationship:

### Schedule Information

Kitchen Time Requested (Days/Hrs):
How Long (ex: weekly, monthly, etc)?

#### LIABILITY

By signing this Kitchen Rental Agreement, the Renter agrees to assume the responsibility and legal liability for the above described event, and to abide by all Terms and Conditions, Rules and Regulations upon acceptance of this Agreement. Additionally, the Renter agrees to indemnify, defend and hold harmless the Center and the City of Shorewood against any and all claims, demands, damages, costs and expenses, including reasonable attorney fees, arising from the use of the premises by the Renter, including any losses caused by NEGLIGENCE OR STRICT LIABILITY of the Center or Renter or from the breach or default on the part of the Renter in the performance of any covenant or agreement on the part of Renter to be performed pursuant to the terms of this Agreement; or from an negligent act of Renter, its agents, contractors, servants, employees, guests through use or contact with premises. In case of any action or proceeding against the Center by reason of such claim, Renter covenants to defend such action or proceeding with counsel reasonably satisfactory to the Center. Failure to comply with any or all of the stated rules will result in the withholding of the security deposit. The Renter has also reviewed the documents required BEFORE working at the Shorewood Community & Event Center kitchen.

AGREED TO BY:

Renter: \_\_\_\_\_  
(Signature)

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

APPROVED BY:

Rental Coordinator: \_\_\_\_\_  
(Signature)

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

**Submission of Rental Application:** Shorewood Community & Event Center, 5755 Country Club Road, Shorewood, MN 55331

**Shorewood Community Center Kitchen Rental  
Documents Required BEFORE Working in the Kitchen**

- Completed Shorewood Community & Event Center Kitchen Rental Application. A \$200.00 security deposit is required before signing rental agreement.
- Copy of Food Safety Certification (The State of Minnesota requires individuals to apply for and obtain a Food Safety Certificate. This certificate can be obtained by contacting Hennepin County Public Health Department.) If this cannot be met an Itinerant License must be applied for.
- Copy of Minnesota Food Manager Certificate, a person who will be either catering or selling food directly to consumers, must apply for a food license through Hennepin County before you can begin working. You are licensed for the kitchen that you will be working in, so it is imperative to find your kitchen space before applying.
- Copy of Food Manager Certificate, a person who will be selling their product wholesale to a retailer, needs to obtain a Minnesota State License and/or contact the Department of Agriculture to obtain approvals.
- Copy of Current Insurance Policy (a three hundred thousand dollar liability policy is required to utilize the commercial kitchen). The Shorewood Community & Event Center and the City of Shorewood MUST be listed as "Additional Named Insured".

**KITCHEN RENTAL FEES:**

Kitchen rental fee is due after each rental, or if you rent monthly it must be paid the last rental day of that month. Kitchen may not be used again until fee is paid for. You may pay by cash or check (made out to Shorewood Community & Event Center). If your check is returned NSF you must pay by cash or cashier check for that rental and thereafter.

**Rental Fee: \$30/hour up to 4 hours**

**\$175- 4-8 hours – over 8 hours it is an additional \$30/hour**

**Storage Fee: \$50 month for one rental area/An additional \$25 per additional space**

**To Be Completed BEFORE Working at Shorewood Community & Event Center Kitchen**

1. Sign Rental Agreement.
2. Pay \$200 Security Deposit.
3. Review Kitchen Policy and Procedures.
4. Provide all necessary documents with your Rental Agreement.