

# Host Kitchen Member Application

560 Industrial Way, Unit D, Fallbrook, CA 92028

Phone: (760) 477-0404 Email: [info@hostkitchen.com](mailto:info@hostkitchen.com)

## Your Business Information

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Business Name: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_

What services does your business provide?

Personal Chef       Baker       Delivery Service       Food  
Truck

Farmer's Market       Wholesale       Grocery Store        
Catering

Other \_\_\_\_\_

How long have you been in business?

Considering New Business       Less than a year       1-2 years       3  
years +

How many team members will work with you?

\_\_\_\_\_

Do you have experience working in a commercial kitchen?  Yes  No

What will your business prepare?

Meat       Fish       Shellfish       Fruit       Vegetables  
 Milk       Eggs       Soy       Nuts       Wheat/Grains  
 Vegan Products       Gluten Free Products       Other Allergen Free

Are you preparing any juice, raw meat or fish?  Yes  No (*These require a special permit.*)

Do you or your team members have any special needs?

\_\_\_\_\_

\_\_\_\_\_

How did you hear about our kitchen? \_\_\_\_\_

\_\_\_\_\_

## **Kitchen Stations**

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### **Cold Station**

This station is separate from the Hot and Baking stations. There are no ovens, grills, or ranges in this area. There is a double door refrigerator for day use or you may rent space for long term use. This area is ideal for making salads, dressing, garnishes, and more. You may also choose to package already prepared foods.

### **Hot Station**

This station includes the option to use one of our double door gas convection ovens or one small gas baking oven. You may choose two of the four burners and a removable griddle. The station comes with two stainless steel prep tables and basic utensils in a three drawer storage bin. Undershelves are perfect to keep supplies close at hand. You may also use a single door refrigerator for the day. Additional cold, freezer, and dry storage are available for rent. *\*Equipment must be reserved, at no cost, by using the equipment schedules in The Food Corridor (TFC).*

### **Baking Station**

This station includes the option to use one of our double door gas convection ovens or one small gas baking oven. You may choose two of the four burners and a removable griddle. The station also comes with a 20 qt commercial mixer and three attachments, multiple electrical outlets with one 220-volt outlet, two stainless steel prep tables with undershelves, and basic utensils in a three-drawer storage bin. You may also use a single door refrigerator for the day. Additional cold, freezer, and dry storage are available for rent. *\*Equipment must be reserved, at no cost, by using the equipment schedules in TFC.*

### **Shared Workspace in Host Kitchen**

You and your team will be sharing a workspace with other businesses in the kitchen. Up to three businesses will occupy the same general work area (1,400 sqft). Each business will work at one of the three stations listed above.

If you require more than one station at a time, you may reserve multiple stations. However, each station used/scheduled will be charged as additional hours in your plan. *For example:* If you need both convection ovens, a 20 qt mixer, and four prep tables, that is the equivalent of two stations (Hot and Baking). Each hour scheduled will be charged at double your rate.

*\*\*If your business requires multiple stations on a regular basis, management is happy to customize your membership plan for better pricing with discounts.*

### **Shared Equipment in Host Kitchen**

Commissary items used by all members are not required to be reserved. Cooperation and respect with your co-members are expected at all times. You will share a three-basin ware washing sink, drying racks, sponges, soap and sanitizer, one food/prep sink, two hand washing stations, one utility mop sink, mop, brooms,

cleaning supplies, first-aid kit, push carts, linen, hot mitts, trash cans, our three-door refrigerator, lockers for day use, and an all-gender bathroom.

### **Personal equipment in Host Kitchen**

You may bring additional personal equipment you require for your business. Each item must be approved by management and the DEHQ (Department of Environmental Health and Quality) to ensure it meets all health and safety standards. These may include NSF, UL, ETL, etc.

## **Fees and Membership Plans**

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Choose the plan that best meets your needs!

**Bronze Membership:** 10 hours a month at \$21 / additional hours at \$19

**Silver Membership:** 20 hours per month at \$18 / additional hours at \$16

**Gold Membership:** 40 hours per month \$15 / additional hours at \$13

**Catering:** \$23 per hour, plus \$300 deposit

*\*\*\*Custom rates are available. Please ask for more information at [info@hostkitchen.com](mailto:info@hostkitchen.com). Or call Management (760) 477-0404. We will happily design a plan that fits your needs at a price you can afford.*

### **MEMBERSHIP PLAN (Commissary fee included)**

All memberships include your monthly membership to The Food Corridor software/App, all utilities (electric, water, trash, & gas) washing, cleaning, and sanitizing supplies.

Also included for Members to share: Basic utensils, linen service, baking racks, stock pots, fry pans, and sauce pots. You may use our cutting boards, push carts, several 2lb, 11lb, and 60lb scales, and day use of the refrigerator.

There are four small lockers for day use at no cost. Members will provide their own locks. All locks and items must be removed daily. Items left in lockers will be removed and disposed of or stored at Members expense. All items are available for use on a first-come first-serve basis.

### **EQUIPMENT RATES**

Centerline by Hobart 20 qt Stand Mixer - \$12.00/hour

All equipment must be reserved to protect your right to use what you need, when you need it. Members will be responsible for supplying their own specialty/additional equipment as required for your business.(Home equipment is subject to approval.)

### **STORAGE RATES**

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Storage availability is limited. Members should evaluate what items need to stay in the kitchen vs. being brought to the kitchen each time they visit. Members who store work/personal items in the kitchen should lock their items in bins for their own protection. **Host Kitchen is not responsible for missing or damaged work/personal items left in the kitchen.**

Dry Storage Half Shelf 24"x 36" - \$15/month

Dry Storage Full Shelf 24" x 77" - \$30/month

Dry Storage Entire Rack (4 Shelves at 24" x 77")- \$108 (10% off)

Cold Storage Shelf Refrigerator/Freezer Shelf 24" x 20" - \$30/month

## **The Food Corridor**

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We use "The Food Corridor" (TFC) software for scheduling, billing, and member management of documents. TFC is an online company that provides this service to shared kitchens across the nation. The software is included in your membership with Host Kitchen.

### **Scheduling Time in the Kitchen**

Clients schedule themselves in the kitchen by using the TFC website or App. You are able to see what times are available and what equipment is available. You will also see who else is sharing the kitchen with you. You can make special requests with management regarding scheduling. (Subject to approval) All equipment or other rentals can be reserved online in the equipment schedules. If you reserve multiple stations, you will be charged for each station you use. Please consider this when you are choosing your membership plan. (If you need two stations for 10 hours a month, you will want to choose the 20-hour plan to ensure the best price possible.)

### **Billing/Invoices**

Detailed invoices are provided for each member. Payments are due in advance based on the membership plan you sign up for. Monthly payments will be charged on the 5<sup>th</sup> of each month. Additional hours used will be billed the following month. You may pay by ACH or credit/debit card. Host Kitchen does not accept checks or cash.

### **Member Management**

TFC allows Host Kitchen to manage local, state, and federal documentation that are required for each business to use in the kitchen. Documents such as Food Handling Certificates, Health Permits, General Liability Insurance, Business License, TIN/EIN, Resale License, Organic certification, HACCP, and any other

documents required by Host Kitchen. TFC will notify Host Kitchen and Members when compliance documents are coming due for renewal.

### **Cancellation Policies**

Once you reserve your kitchen hours, you are responsible for fulfilling your time. You may change your schedule on the TFC website 24 hours in advance without penalty. If you do not cancel on time, you will be charged a late cancellation fee that is 50% of your hourly rate.

## **Kitchen Regulations**

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**All Federal, State, and Local Regulatory Agencies laws must be observed by all Members and employees.**

### **Illness:**

1. Employees with minor illnesses must wear masks and gloves.
2. Members with diarrhea or vomiting will not be allowed to work in the kitchen until all symptoms have resolved. No exceptions.
3. Members with COVID symptoms such as fever, nausea, headache, severe loss of appetite, cough, diarrhea, or fatigue) will not be allowed to work in the kitchen until all symptoms have resolved.

### **Dress Code**

1. Hair nets, beard covers, or hats are required to work in the kitchen.
2. Non-slip shoes are required to work in the kitchen.
3. Aprons are required to work in the kitchen.

### **Food Labeling**

1. All food must be labeled with the common name of the product, dates of manufacture, and expiration.

*(Any food item that is not labeled or past its expiration will be removed from the facility at member's expense.)*

### **Clean Up Responsibilities**

We maintain an impeccably clean workspace. Host Kitchen provides all cleaning materials for members to use. You must factor 30-minute cleaning time into your schedule. Members and employees are expected to follow standard regulations for cleaning and sanitation of the workspace during their kitchen time. If the next member must clean up your mess, you will be charged a cleaning fee of \$30 per half-hour. If you must clean someone else's mess, you will be credited \$30 per half-hour.

Please make sure all equipment is returned, cleaned, sanitized, and in the same condition you found it. You will be responsible for supplying your own specialty/additional equipment as required for your business.

### **Requirements for Membership**

1. All Host Kitchen Members must be licensed/insured business owners. A copy of your business license AND a copy of your General Liability Insurance in the amount of \$1,000,000 that names Host Kitchen and our address as additional insured, will be kept on file.
2. Food and drinks may not be consumed in the kitchen area.
3. Clients must comply with all Health Department regulations from local, state, and federal agencies. If an inspector arrives at the kitchen, management must be notified immediately. (Health Department agents will inspect the kitchen every time a new Member joins Host Kitchen. They may not be inspecting your business; however, they can still inspect what you are doing if they see anything that is not according to regulation.)
4. Unless you have scheduled multiple kitchen spaces, you agree to only use the kitchen space (i.e., Hot, Baking, or Suite.) that you have reserved.
5. Please give Host Kitchen's equipment your utmost respect and treat it with the care you give your own equipment. Do not remove any equipment from the premises at any time. It must be kept in clean, working condition.
6. If you damage or remove any equipment, you may be responsible for the cost of its repair or replacement. We understand that accidents happen, please have the integrity to let us know right away. If the damage occurs through no fault of your own, we will repair it at our cost.
7. Please let us know of any problems in the facility via email, text, or phone call, so we can rectify the situation as soon as possible. This includes any equipment, smallwares, sanitation, sinks, restrooms, plumbing, electric, trash collection, water, access to the kitchen, or scheduling issues etc.
8. Access to the kitchen is via the single door using a key card. You must safeguard the keycard. You will have access to the kitchen only during your normal scheduled time.
9. You are required to sign in and out of the kitchen using the tablet on the wall. The TFC software will monitor your hours in the kitchen.
10. **Pilferage (stealing) will not be tolerated.**
  - a. You may not use other Members ingredients/equipment/utensils. It will result in termination of Members lease with no refund.
  - b. You may not use/transfer another Member's hours. If you need to change your monthly plan, it must be in writing, 10 days before the next billing period.
11. One month written notice is required to terminate your rental agreement. Any security deposit will be forfeited if we do not receive proper written notice. Any Members items not removed from the kitchen will be removed by Host Kitchen at the Member's own expense.

12. Parking is available on site. Please park in the spaces North of the building. There is a Loading Zone with double doors. You may drop off or pick up items in this area. It must be kept clear otherwise.
13. Health code violations may result in the revocation of your kitchen use privileges and/or termination of your lease with any security deposit being forfeited as damages.
14. Minors under the age of 18 must have a valid Work Experience Education (WEE) on file. **(Minors under 15 are not permitted to work in Host Kitchen.)**
15. **Smoking/vaping is not permitted in or around the building at any time.**
16. **No alcohol, recreational, or illegal substances are allowed at Host Kitchen. Failure to comply will result in immediate removal of the individual and possible termination of the members plan. Members current charges will then be used to cover any pending costs due to unexpected removal.**

## Legal Documentation

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**Minimum documents that are required to schedule in Host Kitchen include:**

- Photo ID
- DEHQ Commissary Agreement
- SD County approved Food Manager/Handler card for each employee
- Business license such as DBA/LLC/INC,
- Tax identification such as TIN/EIN,
- General Liability Insurance coverage for \$1,000,000 with Host Kitchen, Inc. named on the policy.

### Member Agreement

**I have read and agree to abide by all regulations stated above as well as all federal, state, and local laws/codes. I attest that the information provided in this application is accurate. I understand that failure to follow any of the regulations may result in suspension or termination to use Host Kitchen. A copy of this document will be provided to Members.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

