

Stecoah Valley Food Ventures Kitchen User Services Contract

Full Legal Name of Kitchen User	Legal Status of User (check one) <input type="checkbox"/> individual <input type="checkbox"/> partnership <input type="checkbox"/> corporation <input type="checkbox"/> LLC <input type="checkbox"/> church <input type="checkbox"/> non-profit <input type="checkbox"/> other
Name of Authorized Representative	Title (owner, partner, president, manager)
Mailing Address	E-mail
Telephone:	Fax:

Name of Insurance Company: _____

Amount of Product Liability Coverage _____

Beginning Date of Coverage: _____

Please NOTE: To use this facility, one million dollar (\$1 million) liability coverage is required. Proof of insurance must be presented with signed contract prior to facility use.

This Kitchen User Services Contract is between the User (identified above) and Stecoah Valley Food Ventures (also referred to here as “SVFV”), and is effective upon the date of execution shown below. Kitchen User and Stecoah Valley Food Ventures agree to the following terms:

1. **SERVICES & FEES** The SVFV Kitchen is a shared use facility, and SVFV will control the times and manner of all Users access to and use of the Kitchen.
 - A. **Reserving Time** User shall request use of the Kitchen five (5) days in advance, so that appropriate fees can be paid. SVFV will make its best efforts to create a schedule for use of the Kitchen that accommodates all Users’ reasonable requests.
 - B. **Cancellation of Reserved Time** The User is responsible to notify the Manager of SVFV or the Program Director of Stecoah Valley Center in the event of cancellation of reserved time within three (3) business days prior to time reserved. SVFV reserves the right to charge the User a cancellation fee equal to the User fee if the Manager of SVFV deems the charge necessary due to non-adherence to the cancellation policy.
 - C. **Facility** SVFV will provide the User with a clean and sanitary kitchen with a checklist for the User to complete before and after use. All production and packaging of food products must take place within the Kitchen or other tiled areas within the facility, with the exception of the manager’s office. SVFV will provide User with basic pots, pans, cooking utensils, bi-metallic thermometers as part of the basic Service Fee.

The attached Fee Schedule and Checklist are hereby made a part of this agreement.

2. **USER PREREQUISITES** *Business/Commercial Kitchen Users* will have completed the following activities and provided appropriate documentation to the Manager of SVFV before User may use the facility:
 - Completed application form
 - We recommend all users complete a ServSafe course
 - Proof of Product Liability Insurance

User will maintain a minimum coverage of \$1,000,000 (one million dollars) of general liability and product liability insurance, with Stecoah Valley Food Ventures named as “added named insured” on each policy. Users must provide proof of insurance to the SVFV Manager before User may enter and use the facility.

- User must obtain specific authorization from SVFV prior to producing each food product.

PAYMENT TERMS User will pay SVFV rent for each hour User occupies the Kitchen and uses the Services described in Section 1 of this Agreement, according to the following terms:

- A. Fee Schedule** The fees for various uses of the Kitchen and/or equipment are set out in the Fee Schedule, attached to this Agreement. SVFV may change this fee schedule at any time upon 30 days written notice to User
 - B. Payment terms** – Each User will pay for Kitchen use on a “pay-as-you-go” basis for the first three months of using the Kitchen. Payment in the form of a check is preferred. Payment along with a completed Sign-Out form should be placed in the User’s folder located in the Manager’s office. Storage fees will be charged on a weekly basis and invoices will be emailed to users; payment due 7 business days from invoice date. User may not use the Kitchen until all outstanding bills are paid.
 - C. Alternate Payment terms – Good Payment History** After 3 months of on-time payments, SVFV will consider payment terms other than a “pay-as-you-go” upon User request.
3. **USER DUTIES** User agrees to assume the following duties in its use of the Kitchen under this Agreement:
- A. Rental and Use Policies** User agrees to comply with all rules and obligations as currently stated in this agreement.
 - B. Contact Information** User promises that the identification, address, and contact information stated at the beginning of this document is current and correct. User agrees to keep SVFV informed of any changes in User’s legal identity, address or other contact information.
 - C. Prohibited Substances Use Policy** User agrees that there will be no alcohol or illegal drugs allowed on the property. Smoking is not allowed in the building. Smoking is allowed at the rear of the building. All cigarette butts will be put out, wet and put into a trash receptacle for disposal. It will be the responsibility of User to enforce this policy.
 - E. Food and Equipment Safety and Sanitation** SVFV recommends that all Users and their employees complete a SafeServ course. Use of specialized equipment, such as, but not limited to the pressure canner and the Berkel Slicer, requires special training and authorization from the SVFV Manager.
 - F. Housekeeping Policies** User policies include but are not limited to the following:
 1. Users can provide their own cleaning supplies (paper towels, sanitizer, dish soap, & floor cleaning supplies) and personal use items (disposable aprons, hair restraints, & gloves), or may pay the supplies fee listed in the fee schedule. **Users must provide their own dishcloths, aprons and towels. USERS MAY NOT USE LAUNDRY MACHINES.**
 2. No equipment owned by SVFV shall ever leave the premises.
 3. Users will strictly follow the Cleaning Guidelines provided by SVFV before, during, and after each use of the facility.
 4. Users must perform and fill in the “Cleaning Check List” after each kitchen use and leave them in the designated area.
 5. **If User fails to leave the facility in the proper condition, User will receive a warning and be responsible to pay the \$20.00 per hour cost of cleaning the facility as**

determined by SVFV. Upon a second such failure, User shall pay a fine of \$50 plus the cleaning costs. Upon a third such failure, this Agreement shall be terminated.

4. **ASSIGNMENT** User may not transfer or assign User's privileges under this Agreement to any third party. The User shall not grant access or allow a third party to operate in the kitchen at any time. Violation of this duty is grounds for immediate termination of this Agreement and the immediate discharge of that User from the Kitchen.
5. **HEALTH AND SAFETY RESPONSIBILITIES** To ensure the safety of all persons associated with the SVFV facility, User shall also comply with the following duties:
 - A. **Worker Safety** User is exclusively responsible to ensure that User and its employees/associates observe proper safety procedures while using the Kitchen. All User employees/associates must have registered with the Manager and provided contact information in case of emergencies before being authorized to work at SVFV. No children under 16 are allowed in the kitchen when any food processing is taking place.
 - B. **Right of Inspection** The staff of SVFV and Stecoah Valley Center retains the right to enter and inspect operations at any time during use. The health department of Graham County as well as the Food & Drug Administration shall have the right to inspect without prior notice at any time deemed necessary by their organization.
6. **LIMITATION OF LIABILITY** User agrees that any and all claims involving SVFV are strictly subject to the following limitations:
 - A. **Business Services.** All Business Services provided by SVFV and/or any officers, staff or other agents of SVFV are provided solely for the purpose of assisting User in the operation of its business. SVFV makes no representations, warranties or guarantees that the business services provided will result in the success of the Business. User understands and acknowledges that User is solely and completely at freedom to accept or reject any business services, and that the principal(s) or owner(s) alone are in control of the Business and its success or failure. User acknowledges and agrees that SVFV and any officers, staff, trustees or other agents of SVFV are not liable to the Business or its principal(s) or owner(s) for any damages resulting from the use or reliance upon the business services provided by SVFV.
 - B. **Liability.** Stecoah Valley Food Ventures shall not be liable for any damage to either person or property sustained by the tenant or by any third party arising in any way out of the User's use, operation, occupancy of SVFV premises, or sale or distribution of any product which is produced or manufactured on the premises. The Users covenant and agree to indemnify, defend, and hold harmless Stecoah Valley Food Ventures and its employees from all claims, costs, and liability arising from or in connection with damages, injuries to persons (including death), or property in, upon, or about the SVFV premises, or any portions thereof, or resulting from the sale, distribution, and use of any product manufactured by the User on the SVFV premises.
7. **MISCELLANEOUS PROVISIONS**
 - A. **Kitchen User Property** User shall promptly remove any personal property from facility after scheduled event(s). If User's property is not promptly removed, Stecoah Valley Food Ventures may take possession of, remove, and/or discard User's property. User shall be liable to Stecoah Valley Food Ventures for a reasonable storage cost for property removed in this manner.
 - B. **Jurisdiction and Venue** Any disputes regarding this agreement shall be resolved in the courts of Graham County, North Carolina and according to the laws of North Carolina.
 - C. **No Oral Modification** This agreement shall be modified in writing only, duly signed by User and Manager of Stecoah Valley Food Ventures.

8. **TERMINATION** This Agreement shall continue from the date of execution until December 31, 2025, unless terminated as provided in this Section. Any financial obligation to SVFV shall survive the termination of this Agreement.

A. **Voluntary Termination** This Agreement may be terminated at any time upon mutual agreement of SVFV and the User. User may terminate this Agreement at any time upon 14 days written notice to SVFV.

B. **Breach or Default** User must correct any violation, breach, or failure to keep or perform any conditions of this Agreement within three (3) days after receiving written notice of such form the Manager of SVFV. If more than three (3) days pass without any corrective action taken by the User, SVFV may, in its sole discretion, terminate this Agreement.

This Agreement is executed this _____ day of _____ 2023, by the duly authorized representative of each party.

STECOAH VALLEY FOOD VENTURES

Legal Name of User

By: _____

By: _____
Signature of Authorized Representative

Stecoah Valley Food Ventures
121 Schoolhouse Road Robbinsville, NC 28771
Phone: 828-479-3346 Fax: 828-479-1434
E-mail: amber@stecoahvalleycenter.com

(For Kitchen User) I received a copy of this document on _____, 2023.