



**KITCHEN USE AGREEMENT**

**PATHLIGHT HOME\***  
**ECONOMIC OPPORTUNITY PROGRAM**  
**3200 W. COLONIAL DR.**  
**ORLANDO, FL, 32808**

**PHONE: (407) 480-1657 FAX: 407-294-0119**

\*registered service mark of Grand Avenue Economic Community Development Corp.

**[WWW.PATHLIGHTHOME.ORG](http://WWW.PATHLIGHTHOME.ORG) [etorres@pathlighthouse.org](mailto:etorres@pathlighthouse.org)**

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**THANK YOU** for choosing **PATHLIGHT KITCHEN** for your upcoming kitchen use. When you book your meeting or kitchen use with us, you become part of our mission to provide affordable housing and economic opportunities in our community. Together we are changing lives and ending homelessness.

Revenue generated through catering and event/kitchen use is invested directly back into our programs, allowing us to support more Central Floridians needing housing and job training.

Prepared For: \_\_\_\_\_ (Hereinafter "Client")

Date(s): \_\_\_\_\_

Business Contact Numbers: \_\_\_\_\_ Mobile: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

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

Driver's License Number: \_\_\_\_\_

**(ATTACH COPY OF BOTH SIDES).**

Legal Status of Business: \_\_\_ Sole Proprietorship \_\_\_ Corporation \_\_\_ Partnership \_\_\_ LLC

Serve Safe Food Handling Certificate: (Attach Copy).

Business Professional License(s): (Attach Copy).

Certificate of Insurance, Proof of liability insurance. (Attach Copy).

Please indicate time and hours of operation: \_\_\_\_\_

How many personnel will be in the kitchen? \_\_\_\_\_

Storage needed? Dry\_\_\_\_\_, Refrigerated\_\_\_\_\_, Both\_\_\_\_\_.

Please include a specific list of equipment brought to our facilities if applies.

Please indicate briefly the type of production that will be held in our facilities:

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Initials: \_\_\_\_\_

**PAYMENTS:**

Payment in full, security deposit and requested licenses and documents are needed to guarantee the kitchen use date at the time of signing the agreement.

A refundable security deposit in the amount of (\$000.00) to cover damages that might result from Client's use of facilities and or equipment, payable currently with the execution of this agreement by the parties.

Failure to do so may result in cancellation of your kitchen rental.

All kitchens are subject to a sales tax and taxable service charge, where applicable.

Tax exempt organizations must provide a copy of the tax exemption certificate at the time of the booking. Rates are subject to change without notice. Payments can be made by Money Order, Certified Bank Check, or Credit Card. NO PERSONAL CHECKS OR CASH ACCEPTED.

**BOOKINGS:**

We require a minimum of (5) business days' prior notice for booking kitchen use along with exact number of rental hours.

Kitchen use scheduled on legal holiday or Pathlight Kitchen recognized holidays may require additional charges. (Please note that our service may not be available on these dates).

**LATE BOOKINGS:** Kitchen use requests less than 5 days prior to the kitchen use date, will be accommodated if resources allow, subject to a late "booking charge" of \$50.00.

**CANCELLATIONS:**

Notification of cancellation must be made by emailing or calling during normal business hours, (5) five business days prior to kitchen use date. A 50% charge will apply if cancellation is made within (5) five business days of the kitchen use dates.

**USAGE FEE IF KITCHEN USE EXCEEDS SCHEDULED TIME:**

Should kitchen use exceed the agreed upon time, you will be charged an hourly rate of Fifty Dollars (\$50.00). In the event you need the kitchen for set up, you will be charged an hourly rate of Twenty-Five Dollars (\$25.00).

**REACH-IN COOLER & OR REACH-IN FREEZER STORAGE:**

All items brought by the user, must be clearly identified, labeled and dated with the User's name. Food items must be stored tightly covered with plastic food service wrap or aluminum provided by the User. Always follow sanitation guidelines stated by Florida State & Local law. You must clean and sanitize your area frequently. You must mop your area immediately if there are any spills. All refrigeration units must be emptied, cleaned, & sanitized at the end of rental term.

**WIRE CAGES:**

Wire cages must be used exclusively to store non-refrigerated items. At the end of rental terms all items must be removed and cages must be wiped down and sanitized. Wire cages must not be moved out of kitchen rental space.

**GARBAGE DISPOSAL:**

Containers for garbage disposal will be provided upon request. Plastic bag liners will be provided by Client. All garbage containers MUST be emptied, and clean at the end of daily kitchen use. If garbage is not properly disposed a \$50.00 charge will be applied. Garbage must be disposed in the outside dumpster.

**GREASE OR FRYING OILS:**

At the end of kitchen use, all grease and or frying oils will be discarded in the proper grease oil container located at the back of our facilities. Fryers will be cleaned by Client. Failure to comply will incur a \$50.00 charge.

Initials: \_\_\_\_\_

**SMOKING POLICY:**

We are a smoke FREE facility. Smoking is PROHIBITED inside the building.

**LOST AND FOUND:**

ANY items left on premises after your use of the kitchen will be held for a twenty-four (24) hour period, following the end of the agreement. PATHLIGHT KITCHEN is not responsible for any items left in our premise after the 24 hrs.

**LIABILITY:**

Grand Avenue ECDC/Pathlight Kitchen will NOT be liable and Client shall immediately indemnify, insure and hold harmless Grand Avenue ECDC/Pathlight Kitchen for injuries or property damages/loss during Client's use of the kitchen, including but not limited to: death, personal injury, property damage, fire and or any other incidents that may occur to any person(s) by the use of the facility and premise. The Client is responsible for any personal injuries, property damages, loss, accidents, or any other incident on premises.

**INSURANCE:**

Client shall maintain liability and workman compensation policies, and Food Safety Handler's Certificate as required by law. Current copies of required insurance and certificates must be provided at the time of signing agreement.

**PROPERTY MAINTENANCE / CLEANING:**

Clients accept the current condition of the property and agree to keep the premises at the same or higher level of sanitation. Client will provide all cleaning and sanitizing supplies. Client shall provide their own towels and scrubbers/sponges and remove all dirt. Client agrees to comply with all Pathlight Kitchen's sanitation policies and procedures at ALL times.

**HEALTH INSPECTIONS:**

Client must keep copies of current Manager's Food Safety Handling certificate and Food Service licenses on file with Pathlight Kitchen. Client must comply with all local, state and federal food service regulations and law. Client must correct IMMEDIATELY all health inspection violations to the satisfaction of the inspector(s) and Pathlight Kitchen Management. Client understands that any negative inspection could lead to the immediate termination of current and future use agreements. If the Client causes any fines to Pathlight Kitchen, Client agrees to pay any fines for which it was responsible. Client understands any critical violation received from a Health Inspector constitutes cancellation of the agreement and forfeiture of all fees paid, including the deposit.

**EQUIPMENT:**

Client shall operate all equipment located on the premises in a responsible and safe manner, and not cause or allow any damage, destruction, loss, removal or theft of any property owned by PATHLIGHT KITCHEN. Clients are responsible for ALL equipment damage.

**CONDUCT:**

Client shall conduct itself and its employees in a manner that will not disturb others. Client accepts FULL responsibility for any and all actions of its employees and associates on premises.

**COMPLETION OF USAGE:**

ALL lights, A/C devices, burners, gas valves and faucets MUST BE SHUT OFF at the end of production. All tables, sinks, splash zones washed, rinsed, and sanitized. Trash removed and placed in the proper container; floors swept and mopped. Client shall remove all food, beverages and its equipment at the end of the production.

**ADDITIONAL INFORMATION: NO DRUGS, FIREARMS OR NUCLEAR WEAPONS ARE ALLOWED ON PREMISE.**

If Client or their invitees do not follow these terms, they could be subjected to criminal charges according to State and local laws.

Initials: \_\_\_\_\_

**FEES DUE**

<i>Kitchen Rental Charge:</i>	<i>\$125.00</i>
<i>20% Service Charge:</i>	<i>\$25.00</i>
<i>6.5% Sales Tax:</i>	<i>\$9.75</i>
<i>Refundable Deposit:</i>	<i>\$100.00</i>
<i>Total Due:</i>	<i>\$259.75</i>
<i>Date Paid:</i>	<i>Amount Paid: -\$00.00</i>
	<i>Balance Due: \$259.75</i>

Payment by:  Money Order  Certified Bank Check  Credit Card

ADDITIONAL NOTES: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLIENT**

**Authorized Signatory:**

**By:** \_\_\_\_\_

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

**Pathlight Kitchen**

**By:** \_\_\_\_\_

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

**Initials:** \_\_\_\_\_