



PRIVATE COMMERCIAL KITCHENS

The Cooking Station Indy

8329 Michigan Rd.

Indianapolis, IN. 46268

Application Contract & Terms

(317)377-4142

**VISION -FOCUS -BELIEVE & PURSUE
ACHIEVE YOUR DREAMS**

THECOOKINGSTATIONINDY@GMAIL.COM

Business Information:

Name of
Organization/DBA _____
Contact Person _____
Responsible Party Address _____
City _____
State _____
Zip _____
Email _____
Phone _____
EIN _____
License _____

Type of Activity (Check One):

- ☐ Caterer/Personal Chef
- ☐ Specialty Food Producer
- ☐ Food Truck / Food Trailer / Cart (Refrigerated Product)
- ☐ Baked Goods
- ☐ Herbal Products for Human Consumption
- ☐ Farmer (Adding Value to Produce)
- ☐ Specialty Food Producer (Frozen)
- ☐ Specialty Food Producer (Canned/Jarred Product)
- ☐ Other (Please describe): _____
- ☐ Refrigeration
- ☐ Freezer
- ☐ Dry Storage



Pickup or Delivery Services: Cloud / Ghost kitchen vendor hourly rate \$50. /hr.

- ☐ Yes
- ☐ No
- ☐ Undecided

Rental & Pricing Details:

ALL FEE'S ARE NON-REFUNDABLE

Application Processing Fee \$150.00 Chef & Caterers / Food Truck & Food Trailer Fee \$275.00

Additional hours billed at \$35/hr. for food truck/trailer caterers only

Type	Monthly Fee	Hours Included	Additional Fee
Chefs & Home Cooks	\$245.00	7 hours	\$35/hour
Seasonal Vendors May - Oct	\$245.00	7 hours	\$35/hour
Food Truck & Trailers	\$189.00 unless catering	7 hours	\$27-\$35/hour
One Time Users	Minimum of 7 hours	Month to Month	\$100/hour

Termination and Governing Law: Early termination requires payment of a fee equal to 2 months' membership, with 30 days' notice. Payment and Fees:

- Payments are due by the 5th of each month.
- A \$25 late fee applies after the due date. Or delayed payment of \$5.00 per day.
- Credit card details must be provided; a \$25 charge applies if the card is declined.
- **All matters concerning this agreement are governed by Indiana state law.**

Property Removal: All vendors have 7 days to remove their belongings from the kitchen after terminating any.

Signatures: _____ **Date** _____

Responsible Party _____

Credit/Debit Card # _____

Name on Card _____

Exp. Date _____ Zip _____



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Cleaning and Usage Policy

- All vendors must ensure their stations, stoves, oven including the drain tray are clean and in order as found. First -offense \$50 fine, Second offense \$100 fine of dirty stations.
- No refunds for unused hours. Reservations can be rescheduled within the month with 48-hour notice. (Food Corridor website)
- Vendors must not advertise the shared kitchen address. For pickups, customers are not allowed in the kitchen.
- Be respectful of others with music and the volume of your music.
- Clean Drip trays after use of stove.
- **Kitchen Hygiene Policy: Hair Grooming**
- To ensure food safety and hygiene, combing, brushing, styling, or touching hair is strictly prohibited in the kitchen. Hair must be secured with appropriate coverings. Violations may result in immediate corrective action.
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Terms and Conditions:

1. The kitchen must remain clean; uncleaned stations will incur fines.
2. Vendors must procure and maintain appropriate food service licensing and insurance.
3. Equipment and supplies needed for food processing must be provided by vendors.
4. The renter is responsible for supervising all individuals during the rental period.
5. Under no circumstances shall the kitchen be subleased to other individuals or organizations.
6. Rental time includes setup and cleanup.

Liability and Indemnification:

- Renters indemnify The Cooking Station Indy against any losses, costs, and damage arising from their use of the kitchen.
- The cleaning fee is refundable if the cleaning is done satisfactorily for one-time users.
- Insurance policy must remain active with no less than 2,000,000. With The Cooking Station Indy listed as the certificate holder.



Freezer/ Refrigeration: \$25.00 per month per shelf, items must state business name & date. Noncompliance items will be removed and disposed of at your loss. The cooking station Indy is not responsible for items.

Dry storage: \$20 per month per shelf, items must state business name & date. Noncompliant items will be removed and disposed of your loss. The cooking station Indy is not responsible for items.

The renter is responsible for furnishing all small wares needed for their food processing. Such as cleaning supplies, utensils, towels, pots and pans necessary for their process.

Termination and Governing Law:

Early termination requires payment of a fee equal to 2 months' membership, with 20 days' notice.

- **All matters concerning this agreement are governed by Indiana state law.**

Property Removal:

- **All vendors have 7 days to remove their belongings from the kitchen after terminating any agreement. Fees will be charged each day if items are left.**

Signatures: _____ Date _____

