



## Kitchen Rental Agreement

Parks Recreation & Culture Department

Box 170 Revelstoke, BC, V0E 2S0

Ph: (250)837-9351 Fax: (250)837-9355 [prc@revelstoke.ca](mailto:prc@revelstoke.ca)

### Agreement Details

Date of Rental:

Name of Applicant/Organization:	
Contact name:	Ph:
Mailing Address:	City: Province:
Email:	
Start Time:	Finish Time:
<i>For office use only</i>	
Notes:	Activenet Permit #:
Deposit Paid: YES NO	Deposit Payment Method:

#### ALL PERSONS RENTING THE KITCHEN ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS:

All persons working in the kitchen **MUST** wear closed shoes and non-flammable clothing. The facility coordinator is authorized to refuse entry to anyone not properly dressed.

All kitchen equipment, including pots, pans, bowls, bus pans, utensils, etc., must remain in the building at all times. Any equipment checked out that is not accounted for will be billed at cost plus a \$15 admin fee. The kitchen being left in an uncleanly state will result in the loss of your deposit. Please make appropriate arrangements for removal of leftover food.

The caterer or person in charge of the kitchen shall be responsible for the actions of all other persons working in the kitchen including adhering to the clothing and safety rules. Please ensure that all persons are informed of restrictions and rules before the day of the event.

The caterer or person in charge of the kitchen will be required to attend a short orientation session with the facility coordinator, to review operations of the kitchen equipment as well as the location and use of all safety components including the fire extinguisher and first aid kit. This orientation must take place prior to any use of the kitchen.

Cost of the deposit and any missing equipment is the responsibility of the caterer, in signing this agreement. In the case of family or friends providing the meal service, the cost of renting the kitchen, shall be the responsibility of the hall renter who shall sign this agreement. The hall renter shall be responsible for appointing a "kitchen boss" to oversee activities in the kitchen.

**I have read and understood my responsibilities under this kitchen rental agreement.**

\_\_\_\_\_  
Signature of Caterer

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please print name)

\_\_\_\_\_  
Facility Coordinator Signature



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### Kitchen Review

**CHECK** - Check the fridge before you leave, remove all your supplies.

**CLEAN** - Please clean stove, ovens, counters, sinks & anything else you use. Last one out of the kitchen please ensure ovens are off - Do not turn off the pilot lights. Users are responsible to take out all garbage, compost & recycling.

**DISHWASHER** - Make sure you turn off, drain and clean out the dishwasher - last one out of the kitchen should always check this. The water should be drained and refilled often to ensure clean dishes. Leave the clean dishes out for inspection, our janitorial staff will put it away.

**DOORS** - The doors are to be kept closed to the kitchen, except for loading purposes.

**EQUIPMENT** - We require all equipment to be booked in advance. We will have it checked out for you and ready for your use. Any equipment not requested in advance may not be available. All reserved equipment will go through a check out and check in procedure. Anything not accounted for will be billed to the user at replacement cost plus and administration fee.

**IN CASE OF FIRE** - Know where the fire extinguisher is and how it works. Staff are available for review of safety procedures.

**JANITORIAL** - Janitorial staff will be on site during large events in the evening to assist with management of the kitchen and equipment and to ensure proper procedures are followed.

**KITCHEN POLICY** - It is mandatory that all public events serving food must have a Temporary Food Service Permit through Interior Health with at least one person have a Foodsafe Certificate.

**REPORT** - Please report breakages and anything that is not working properly to the front end administrative staff.

**SINKS** - DO NOT put coffee grounds down the drains.

**SUPPLIES** - Garbage bags, soaps, & cleaners are provided. If any are missing please check at the front counter reception area or with the janitors for extra supplies. Groups are responsible for completing the checklist the kitchen kits provided.

*Please lock and close exterior kitchen door before leaving.  
Thank you for your help in maintaining our community kitchen!*

# EQUIPMENT RENTAL

# PARKS, RECREATION & CULTURE

## Small Equipment Rental :

- 4 x Food processors with attachments
- 2 x Mix Master with attachments
- 2 x 100 cup Coffee Urn
- 2 x 50 cup Coffee Urn
- 12 X Chafer with stand, lid and fuel

## RETURNED

## CHAFFING DISHES:

- |                    |                     |                   |
|--------------------|---------------------|-------------------|
| 12 x 2.5 half size | 22 x 2.5" full size | 6 x 2.5" 1/4 size |
| 6 x 4" half size   | 39 x 4" full size   | 4 x 4" 1/4 size   |
|                    | 3 x 6" full size    |                   |

## ROASTERS:

- |                  |                   |                  |
|------------------|-------------------|------------------|
| 1 X 4" 17" X 25" | 3 X 2.5 20" X 20" | 1 X 4" 20" X 22" |
|------------------|-------------------|------------------|

## POTS/FRYPANS :

- |                  |                  |                   |
|------------------|------------------|-------------------|
| 4 X 12" POT      | 4 X 14" POT      | 2 X 18" POT       |
| 2 X SM STOCK POT | 4 X 5GAL POT     | 2 X 10GAL POT     |
| 4 X 8" FRY PAN   | 2 x 14 " FRY PAN | 16 x bus pans     |
|                  |                  | 6 x deep bus pans |

## Cooking accessories and utensils :

- |                      |                           |                           |
|----------------------|---------------------------|---------------------------|
| 27x lg cookie sheets | 6 x sm cookie sheets      | 1x cookie sheet rack      |
| 6 x 7.57L metal bowl | 8 x 5.67L metal bowl      | 6 x 2.84L metal bowl      |
| 24 x lg metal spoon  | 24 xslotted metal spoon   | 24 perforated metal spoon |
| 2 x lg chef knives   | 2 x med chef knives       | 8 x asst knives           |
| 24 x paring knives   | 2 x garlic press          | 4 x zesters               |
| 5 x box grators      | 21 x wooden spoons        | 15 tongs                  |
| 15 whisks            | 1 lg whisk                | 4 x dough cutter/scrapper |
| 6 x sets mea/spoons  | 3 x sets measure cups     | 1 x lg8c measure cup      |
| 3 x 2c measure cups  | 8 x meat forks            | 15 lg cutting boards      |
| knife sharpener      | 6 x small black ice tongs |                           |

## Dishes/ place setting and serving :

- |                       |                      |                                    |
|-----------------------|----------------------|------------------------------------|
| 400x cutlery sets     | 400 x dinner plates  | 228 x mugs                         |
| 17 doz wine glasses   | 30 dz water glasses  | 308 x side plate                   |
| 38 x 10" platter      | 47 x 12" platter     | 50 x salt&pepper shakers           |
| 42 x water jugs       | 24 x gravy boats     | 24x 12 oz cream jugs               |
| 24 x 6oz creamers     | 189x soup bowls      | 2 x 60" plastic bowls              |
| 12 x 18" plastic bowl | 4 x 10" plastic bowl | Round serving trays (3 large/1 sm) |

*Anything missing or broken will be billed back to you at replacement costs.*

Client signature :

\_\_\_\_\_

Facilators signature:

\_\_\_\_\_



## Kitchen User - Closing Responsibilities

Before leaving our facility, please sign off on each closing task for completion. For a full deposit, refund please ensure everything on this list has been completed.

Mandatory Closing Tasks	Sign For Completion
Empty and turn off the dishwasher	
Leave clean dishes out for inspection	
Clean dishwasher	
Clean the stoves and ovens	
Make sure stoves and ovens are all off	
Turn down the hood fan if used	
Garbage(s) and recycling are taken out to dumpsters → If dumpster is locked, please ask Front Desk or Janitors to unlock it.	
Wipe down the counters and prep area used	
Tea towels and rags are all back in the bin to be cleaned	
Back door is closed and locked	
Leave this check list with the towel bin for review	

Signature \_\_\_\_\_

(Required for deposit return)

Thank you in advance for helping us keep our kitchen clean and ready for the next user.