

**Shared-use Processing Facility
Application for *Name of Hub***

Business name (the User)

User business and contact Information

Business name _____

Owner name _____

Title _____

Address _____

City _____ Province _____ Postal Code _____

Email _____

Phone _____ Mobile phone _____

Emergency contact name _____

Phone _____ Mobile phone _____

Note: It is the responsibility of the user to inform the HUB of any changes

Type of processing activity (check one)

- Caterer/Personal Chef
- Baked Goods
- Farmer Adding Value to produce (bagged vegetables, apple slices, etc).
- Specialty Food Producer (Frozen)
- Specialty Food Producer (Canned/Jarred product)
- Specialty Food Producer (Refrigerated Product)
- Herbal products for human consumption
- Herbal products for topical use
- Dried products

Other (please describe) _____

User Prerequisites: In order to use the kitchen facilities, users of the kitchen must complete and provide appropriate documentation to the **Hub Manager** before the user may use the facility. Prior to using the Hub the User will also be required to complete an Hub orientation session and a completed contract. Do you currently have:

Yes No

- General Liability/Product Liability Insurance
- Food Safe certification and any other required permits
- Business licence
- Food Safety Plan and Sanitation Plan (required by the local Health Authority)
- Work Safe BC registration

You will also be required to file an application with and get approval from the local health authority. Note that the Health Authority requires:

- Food Safety plan
- Sanitation Plan
- Sample product label
- Where you plan to sell your products

List of products you want to produce

Please complete the attached product form (including potential allergens). The **HUB** will review and confirm products you are permitted to produce in the **HUB** processing area. User must obtain approval from the **HUB** prior to producing each food product.

Do any of your products require a Scheduled Process? (acidified and non-acidified foods)

Yes No Don't Know

Equipment you need for processing our product

Please complete the attached list of equipment you will require for processing, and include any other equipment you may want to add for your exclusive use. The **HUB** will review the list you submit and confirm availability of the equipment for your use at your scheduled dates and times.

Preferred schedule and payment plan

Please review and indicate your preferred of membership options (fees) and schedule. The **HUB** will review your request and confirm availability of the shared-use processing facility for the processing dates and times submitted, as well as storage options.

Payment by credit card on file is preferred. This rental amount includes basic kitchen rental, utilities and equipment usage.

What the HUB provides

The kitchen is a shared use facility, equipped with commercial stoves, ovens, mixers, sinks, refrigerators, tables, dry and cold storage and other food preparation equipment. The **HUB** shall maintain the kitchen in a sanitary and orderly state and ensure that all equipment available to the user operates to all applicable health and safety standards. It is the user's responsibility to furnish all small wares needed for their food process. It is also the user's responsibility to ensure that the kitchen is left in a sanitary and orderly state at the end of the rental period.

What we expect the user to provide

The user will furnish their own food, spices, bowls, utensils, towels, pots and pans necessary for their process unless otherwise agreed. When processing is completed for the day, a user must *remove their equipment from the kitchen or store it in a rented storage space or take it home*. All stored items must be properly washed and sanitized. The **HUB** will not be held responsible for misplaced items. The user and **HUB** agree that the following basic kitchen supplies will be provided as part of the monthly or hourly rate: Mop, mop bucket, broom, dust pan, and cleaning and sanitation chemicals.

Shared use means shared responsibility

This shared-use processing facility has been designed to accommodate a variety of food processing businesses. It is necessary that all users co-operate to make this shared space work for everyone. This includes respecting the operating rules and helping to maintain the condition of the facility. It is the goal of the **HUB** to maintain a clean and workable space for all users.

Signatures

User representative

Date _____

Hub Manager

Date _____

Product list **Business name** _____

Please complete the list of products you want to produce, including any potential allergens.

Product	Potential allergens
Product	Potential allergens
Product	Potential allergens
Product	Potential allergens
Product	Potential allergens
Product	Potential allergens
Product	Potential allergens
Product	Potential allergens
Product	Potential allergens

_____ Date _____
Reviewed by Hub Manager

HUB Kitchen Equipment requested

Below is a list the equipment available for processing. Please check the equipment you anticipate that you will need to use.

User _____

User needs	HUB review
Cooking Station	
<input type="radio"/> 6 gas burners	<input type="radio"/>
<input type="radio"/> 36" gas griddle	<input type="radio"/>
<input type="radio"/> 1 conventional full size gas oven	<input type="radio"/>
<input type="radio"/> 2 Prep Tables	<input type="radio"/>
<input type="radio"/> Food warming cabinet	<input type="radio"/>
Baking Station	
<input type="radio"/> Double full size electric convection oven	<input type="radio"/>
<input type="radio"/> 2 prep tables	<input type="radio"/>
<input type="radio"/> 20 qt Hobart Mixer	<input type="radio"/>
<input type="radio"/> 30 qt mixer	<input type="radio"/>
<input type="radio"/> Rolling sheet pan racks	<input type="radio"/>
<input type="radio"/> Sheet pans (full size and half size)	<input type="radio"/>
Other processing equipment	
<input type="radio"/> Juice presser	<input type="radio"/>
<input type="radio"/> Juice pasteurizer	<input type="radio"/>
<input type="radio"/> Microwave	<input type="radio"/>
<input type="radio"/> Food processor	<input type="radio"/>
General	
<input type="radio"/> 3 compartment ware-washing sink	<input type="radio"/>
<input type="radio"/> 1 compartment prep sink	<input type="radio"/>
Available to rent at additional cost	
<input type="radio"/> Cambro insulated food transport containers	<input type="radio"/>
<input type="radio"/> Mobile juicer	<input type="radio"/>
Storage	
<input type="radio"/> Dry storage	<input type="radio"/>
<input type="radio"/> Cold storage (refrigerator/freezer)	<input type="radio"/>

Please list any equipment you would like to add to the kitchen for your exclusive use

Please list any equipment you would like to rent for off-site use

HUB notes

_____ Date _____
Reviewed by the Hub Manager

Fees/Payment and Schedule