



Kitchen Rental Agreement

Parks Recreation & Culture Department

Box 170 Revelstoke, BC, V0E 2S0

Ph: (250)837-9351 Fax: (250)837-9355 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.



COVID-19 Addendum to Facility Use Agreement / License

PLEASE READ CAREFULLY!

Dr. Bonnie Henry stated on May 16, 2020 that “COVID-19 is new for all of us”. We at the City of Revelstoke responded to the direction from our public health officials to first close our facilities and cease offering services, and we are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority. This includes permitting user groups access to our facilities, but solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia;
2. Our public health officials have determined this constitutes a regional event, as defined in section 51 of the *Public Health Act*;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact; and
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 at one of our facilities and/or while participating in one of our programs, but we have taken the steps required to develop our COVID-19 Safety Plan, which is available for your review at <https://bc-revelstoke2.civicplus.com/1841/COVID-19>. We have also developed COVID-19 policies and procedures, which are available for your review <https://bc-revelstoke2.civicplus.com/1841/COVID-19>. We have implemented our COVID-19 Safety Plan and will be applying our policies and procedures, but **the risk remains that a COVID 19 outbreak could occur despite our efforts.**

As the representative of a user group, you are required to read and confirm that you understand the COVID-19 Safety Plan and COVID-19 policies and procedures. You are required to circulate this Addendum to the participants in the activity for which you are utilizing our facilities. You are required to take steps to ensure that participants act in accordance with the COVID-19 Safety Plan and COVID-19 policies and procedures. Failure to adhere to the same could result in your user group’s license / agreement being revoked without refund of any fees and/or any particular person being banned from access to our facilities.

It is vital that no person who feels sick in any way visit any of our facilities and/or utilize any of our services. It is also vital that no person brings a child who feels unwell or is showing any symptoms of illness to any of our facilities and/or programs.



COVID-19 Addendum to Facility Use Agreement / License

PLEASE READ CAREFULLY!

It is vital that any person who believes that they may have become ill or their child may have become ill within 14 days of visiting one of our facilities report this immediately to us by contacting prc@revelstoke.ca or call 250-837-9351 ext. #3 and seek appropriate medical attention by first calling 8-1-1. We will share personal information for the purposes of contact tracing if the need arises. To attend our facilities, all persons taking part in your activities must consent to the same.

For more information regarding the risks associated with COVID-19, please review the BC CDC guidelines for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>.

I have reviewed the City of Revelstoke COVID-19 Safety Plan.	INITIAL HERE
I have reviewed the City of Revelstoke COVID-19 Policies and Procedures.	INITIAL HERE
I have read, understand and agree to this Addendum to Facility Use Agreement/License.	INITIAL HERE
I have reviewed this Addendum to Facility Use Agreement/License with all participants in the activity(ies).	INITIAL HERE
We have a COVID-19 Safety Plan in place (if required) as per the order of the Public Health Officer and will be available for review upon request if required.	INITIAL HERE

Print name clearly

Date

Signature

Organization

Cellular Phone Number

Emergency Email