

## RENTAL RATES

- Per Hour: \$20 + GST
- 1/2 Day (4 hours): \$50 + GST
- Full Day (8 hours): \$100 + GST
- Cooler/Freezer Storage (monthly): \$20/shelf\* + GST
- Dry Shelf Storage (monthly): \$10/shelf\* + GST
- \$45 Refundable Damage Deposit

\*Each shelf is 4 linear feet.

## FOOD SAFETY IN KITCHEN

If you are renting our kitchen to prepare food for public sale or consumption, you are required to submit proof of a Food Safe Certificate and a Food Safe Plan. The BC Health Act: Food Premises Regulation states that every operator of a food service establishment, and at least one employee on every shift, must hold a FOODSAFE Level 1 certificate, or certificate from a course recognized as equivalent to FOODSAFE.

According to the Health Protection & Environmental Services, all renters must also receive approval from Island Health. Island Health may request confirmation of renter's usage.

## Cowichan Green Community

360 Duncan Street  
Duncan, BC V9L 3W4

**Office:** 250-748-8506

**Fax:** 250-597-1112

**Email:**

[info@cowichangreencommunity.org](mailto:info@cowichangreencommunity.org)

**The office is open:**

Monday-Friday, 10am-4:30pm

## EMERGENCY CONTACTS

- In case of a fire, call 911.
- If you smell gas, call Fortis at:  
1-800-663-9911
- In case of an emergency with facilities, please call: 250-510-3476.

By Provincial regulations, no alcohol or smoking is permitted on the Property.



# Kitchen Rental Guidelines

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# Cowichan Green Community

# Community Kitchen Guidelines

## BOOKINGS

A rental fee and damage deposit must be received in order to secure a kitchen booking. Payments may be made in cash, cheque, debit, MC, or VISA. The damage deposit will be returned after acceptable inspection and return of the kitchen key.

## CANCELLATION POLICY

A full refund will be made for bookings cancelled 14 days or more in advance. A 50% refund will be issued for cancellations made up to 8 days before the booking date. There will be NO refund for cancellations made 7 days or less in advance of the booking. Refunds will be paid within 30 days of cancellation.

## DAMAGE

Any group or business using CGC's kitchen will be responsible for any damage done to the property of facility during their rental.

## PARKING

Renters are permitted to park at The Station's south parking lot. Ongoing renters will be issued a parking pass.

## USE OF THE KITCHEN

Use of the kitchen does not include the meeting room. That is a separate booking.

The renter is responsible for the proper use of the kitchen on behalf of the booking group. Responsibility is not to be delegated without the approval of CGC staff.

CGC shares the building with a number of residential and commercial tenants. Renters will keep noise to a minimum.

Unless marked with "do you use", renters are welcome to use the kitchen equipment but are not permitted to remove any equipment from the premises.

## FOOD STORAGE

For multi-day and ongoing rental contracts, CGC is able to accommodate some dry, cold, and freezer storage. Please request at the time of rental. We do not charge for overnight storage. There is a charge for weekly and/or monthly storage.

Renters are required to properly label, store (ie. meat goes on the bottom shelf of the fridge), and date all items stored.

## CAPACITY

Fire capacity in kitchen is 15 people.

## CLEANING

Booking time includes set-up and clean-up. Renters are asked to leave the kitchen cleaner than they found it. Failure to do so will result in an additional minimum charge of \$40.00.

Cleaning supplies, brooms, and the mop are located by the kitchen washroom. Renters are responsible for:

- Pre-washing all dishes and running them through the dish-sanitizer
- Sanitizing all counter surfaces
- Cleaning washroom
- Removing all waste (garbage, recycling, and compost)

## CLOSING

Before renters leave, please check that all doors (including walk-in cooler) are closed, the hood fan is turned off, the dish-sanitizer is turned off, and lights are turned off. Renters who obtain a key to the kitchen (for rentals outside of CGC's office hours) are asked to return the key to CGC staff at their earliest convenience.