

RENTAL RATES

- Per Hour: \$25+ GST
- 1/2 Day (4 hours): \$60 + GST
- Full Day (8 hours): \$120+ GST
- Cooler/Freezer Storage (monthly): \$25/shelf* + GST
- Dry Shelf Storage (monthly): \$15/shelf* + GST
- \$40 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 FOOD-SAFE Level 1 certificate, or certificate from a course recognized as equivalent to FOOD-SAFE. According to the Health Protection & Environmental Services, all renters must also receive approval from Island Health. Island Health may request confirmation of renter's useage.

Cowichan Green Community

360 Duncan Street
Duncan, BC V9L 3W4

Office: 250-748-8506

Fax: 250-597-1112

Email:

info@cowichangreencommunity.org

The office is open:

Monday-Friday, 9am-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 the facilities, please call: 250-510-3476.

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



Kitchen Rental Guidelines



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

If a rental booking is cancelled 14 days or more in advance there is no charge. A 50% charge will apply for cancellations made up to 8 days before the booking date. The full booking amount will be charged for cancellations 7 days or less in advance of the booking.

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.

CAPACITY

Regulations allow max 15 people in kitchen.

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 are to keep noise to a minimum. Access is limited between 10 pm and 7 am without prior approval

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

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, date, and store all stored items as set out by Food Certification through Island Health.

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 \$50.00.

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

- Pre-washing and running all dishes, etc through the dish-sanitizer
- Sanitizing working surfaces
- Washing floors; cleaning washroom
- Taking all their garbage, recycling, and compost materials unless otherwise pre-arranged with CGC.
- Sweeping and mopping the floors

CLOSING

Before leaving, renters are to 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. Failure to do so may result in additional charges to cover our costs. Renters are asked to return the key to the CGC within one week of the final rental date.