



Dover Community Center, LLC

Dover, Kansas (Unincorporated)

5928 SW Douglas Rd., Topeka, Kansas 66610 P.O. Box 244

Phone: 785-256-6700 (message only-checked daily)

Website: www.dovercommunitycenter.com

Dover Community Center LLC, Community Incubator Kitchen Application & Rental Agreement

Applicant Information

Full Name: _____ Date: _____
Last First

Address: _____
Street Address/Apt./Unit #/P.O. Box

City _____ State _____ ZIP Code _____

Mailing Address: _____
Street Address/Suite or Unit # P.O. Box

City _____ State _____ ZIP Code _____

Phone: _____ Email _____

About Your Business

Business Name: _____

Address: _____

Please give a brief description of the product/service your business provides:

What is the desired use of the DCC Kitchen?

Where will this product be distributed?



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About Your Business (continued)

Do you employ any employees? YES NO

If yes:

How many employees will be working with you in the DCC Incubator Kitchen? _____

Do you have workers' compensation insurance to cover these employees? YES NO

Do you have a Kansas Department of Agriculture food processing license? YES NO



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If Yes, Please include a copy of your license with this application.

Do you have a Certificate of Insurance (If using the DCC Kitchen more than 24 times/yr)? YES NO

If Yes, Please provide a copy of your certificate with your license.

Reservation Fees and Refundable Deposit

Please check the appropriate box(s) and list the day(s) you are requesting.

Block 1 (8:00 A.M. – Noon)

Day requested: (mm/dd/yyyy) _____ Amount: \$40.00 X (#of days) _____ = \$ _____

Block 2 (1:00 P.M. – 5:00 P.M.) \$40.00

Day requested: (mm/dd/yyyy) _____ Amount: \$40.00 X (#of days) _____ = \$ _____

All Day Rental (8:00 A.M.-4:00 P.M.) \$75.00

Day requested: (mm/dd/yyyy) _____ Amount: \$75.00 X (#of days) _____ = _____

Refundable Deposit (Separate Check) \$50.00 for each 4-hour block \$ _____

\$100.00 for each all day rental \$ _____

All payments are to be made out to the Dover Community Center LLC. The Refundable Cleaning Deposit should be paid separately of the Reservation Fee.

I have completed and included the following:

- Toured the DCC Kitchen
- Was provided a copy of the DCC Kitchen Policies and Procedures
- Rental Fee
- Refundable cleaning deposit (Please circle) \$50 for each 4-hour block or \$100.00 for each full-day.
- Included current copy of Kansas Department of Agriculture food processing license
- Included current copy of Certificate of Insurance



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(If utilizing the DCC kitchen more than 24 times/yr)

In consideration for and as a condition of the use of the above state facilities, applicant agrees to indemnify and hold harmless Dover Community Center, LLC, its board members, employees, and agents against any and all claims, demands, causes of action, damages, costs and liabilities resulting from or caused by the use and occupation of the facility, including attorney fees, incurred as a result of any indemnified claim, whether such use is authorized or not and whether arising from the negligent or willful act or omission of the applicant or any of its officers, agents, employees, guests, patrons, or invitees; and the applicant shall, at its sole risk and expense, defend any and all indemnified claims, actions or legal proceedings which may be brought against any of the indemnified parties, using attorneys reasonably acceptable to the indemnified parties.

By signing below, applicant verifies to have received a copy of the DCC Kitchen policies and have read and understood the policies, including the reservation procedure and rental fees; and agrees to abide by them.

Signature

Printed Name and Date

This portion to be completed by Dover Community Center LLC Board of Directors or their designee

Dover Community Center, LLC accepts the foregoing application, subject to the applicant's compliance with all policies, including the reservation procedure and rental fees.

Applicant/Business Name: _____

Dover Community Center LLC/designee

Date