



Documents Required BEFORE Working at Hour Cucina, LLC

Completed Hour Cucina, LLC Rental Application. You will be notified when you are approved/not approved. A \$400 security deposit is required before signing rental agreement. We will refund \$300.00 of your security deposit when you terminate your agreement with Hour Cucina with 30 days written notice. The \$100.00 covers the cost of your application processing, background check and costs associated with your inspection.

Copy of Food Safety Certification (Attend class and pass exam) – Resources below:

- The Serve Safe Examination of the National Restaurant Association
- The Food Protection Certification Examination of Professional Testing, Inc.
- Food Safety Manager Exam by 360 Training/Learn2Serv.com.

***** For local information contact NEXGEN FOOD SAFETY (Dustin Whitley) by phone/text at 561-506-9998 or via email: dustin.whitley79@gmail.com.**

Copy of Current Insurance Policy (\$1,000,000.00 commercial general liability). Hour Cucina, LLC MUST be listed as "Additional Named Insured". **WWW.FLIPROGRAM.COM** is an inexpensive way to insure your business. Copy of Current License (Must list Hour Cucina, LLC as physical address; do **NOT** list Hour Cucina as mailing address, otherwise you will not receive your mail correspondence)

- Caterers, food trucks, and other direct-to-consumer businesses are licensed through the State of Florida with Division of Professional and Business Regulation (DPBR)
- Food manufacturers and other wholesale food product businesses are licensed through the State of Florida Dept. of Agriculture

Email clearly scanned and current documents to: susan@hourcucina.com

Or mail copies to: Hour Cucina, LLC, Att: Susan, 411 S. Federal Highway, Boynton Beach, FL 33435, or via fax to 561-244-1084.

TO BE COMPLETED BEFORE WORKING AT HOUR CUCINA, LLC

1. Sign Rental Operating Agreement.
2. Pay \$400 security deposit. (payable by Credit Card or Check)
3. Review & acknowledge Hour Cucina, LLC's Policy & Procedure Manual
4. Provide all of the above listed documents to Kitchen Manager.
(This may be waived at time of application if awaiting inspection/must provide inspection date and time and copy of application submitted to Department of Agriculture or DPBR.)
5. Kitchen orientation with Kitchen Manager. At this time you will receive access to the online calendar for booking your dates and times.



HOUR CUCINA KITCHEN RENTAL APPLICATION

Personal Information

NAME: _____ BUSINESS NAME: _____

BUSINESS CATERGORY: Caterer ___ Small Batch Producer ___ Food Truck ___

Meal Prep/Meal Delivery ___ Baker ___ Other (please specify) _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____ EMAIL: _____

TELEPHONE: Home _____ Cell: _____

EMERGENCY CONTACT: _____ TELEPHONE: _____

PERSONAL REFERENCES (2) INCLUDING NAME, EMAIL ADDRESS AND TELEPHONE

CREDIT REFERENCE (1) _____

Schedule/Business Information

Number of days per week: _____ Number of hours per week: _____

Number of Employees (not including yourself): _____

Food Manager Certification Number: _____

License Type Applied for: DPBR _____ (catering, meal prep, mobile food truck/cart)

Dept. of Agriculture _____ (wholesale/retail)

Submission of Rental Application: via email to susan@hourcucina.com or

Drop-off at Hour Cucina, 411 S. Federal Highway, Boynton Beach, FL 33435.



BACKGROUND CHECK AUTHORIZATION

I, _____, authorize the verification of the information provided on this form as to my criminal record. I have received a copy of this application. I authorize Hour Cucina, LLC to submit my information to run a background check and release information to Hour Cucina, LLC.

Signature of Applicant

Date



KITCHEN RATES – EFFECTIVE APRIL 1, 2023

CATERING & MEAL PREP CHARGES

Monthly minimum of \$500.00 per month. This allows for up to 20 hours in the kitchen. Once the 20 hours has been exceeded the rate is \$25.00 per hour, and the minimum charge is eliminated. A valid credit must be on file.

Agreed & Accepted: _____ Date: _____

FOOD TRUCKS & FOOD TRAILERS

Annual Fee of \$1500.00, billed at the first of the year, and pro-rated based upon receipt of your Mobile Food Vendor License; OR \$200.00 per month, with a valid credit card on file.

Agreed & Accepted: _____ Date: _____

HOT DOG TRUCKS & SNO-CONE VENDORS

Annual Fee of \$660.00, billed at the first of the year, and pro-rated based upon receipt of your Mobile Food Vendor License; OR \$60.00 per month, with a valid credit card on file.

Agreed & Accepted: _____ Date: _____

FDACS RETAIL PERMITS

Minimum monthly charge of \$225.00, this will give you 9 hours of kitchen time, once you have used 8 hours, you will be charged \$25.00 per hour and the minimum charge is eliminated. A valid credit card must be on file.

Agreed & Accepted: _____ Date: _____



FDACS WHOLESALE PERMITS

Minimum monthly charge of \$200.00, this will give you 8 hours of kitchen time, once you have used 8 hours, you will be charged \$25.00 per hour and the minimum charge is eliminated. A valid credit card must be on file.

Agreed & Accepted: _____

Date: _____

GREEN MARKET VENDORS

All Green Market vendors must have either a catering license from DBPR OR a retail licensed from the Department of Agriculture (FDACS). **The minimum monthly charges apply as above depending upon your license**, however you will only be billed from September to May, depending upon which Green Market(s) you participate in. A valid credit card must be on file.

Green Market(s): _____

Dates of Operation: _____

Agreed & Accepted: _____

Date: _____

This form, signed and dated in the appropriate section, along with a valid insurance certificate and a completed credit card authorization form must be returned, with your completed application.

PER OUR OPERATING AGREEMENT, RATE ARE SUBJECT TO CHANGE WITHOUT NOTICE.



CREDIT CARD AUTHORIZATION FORM

DATE:

Name As It Appears On Credit Card: _____

Billing Address: _____

City: _____ ST: _____ ZIP: _____

American Express Discover MasterCard Visa

Card Number: _____

EXP Date: _____ / CCV Code: _____

Charge Amount: Based on current monthly invoice. Please initial your acknowledgement for the charge that applies to your business.

- **Caterers have a monthly minimum of \$500.00. _____**
- **Food truck licenses have a monthly charge of \$200.00. _____**
- **Food Trailers have a monthly charge of \$60.00 _____**
- **Dept. of Agriculture Wholesale Manufacturing license a minimum of \$200.00 per month. _____**
- **Dept. of Agriculture Retail License a minimum of \$225.00 per month. _____**
- **Green Market Vendors with a Dept. of Agriculture License have a minimum monthly charge of \$150.00 September through May. _____**

IF YOUR CREDIT CARD IS DECLINED FOR ANY REASON, YOU WILL BE BILLED AN ADDITIONAL \$50.00 IF THE DEFAULT IS NOT CURED WITHIN 24 HOURS.

I, _____ authorize HOUR CUCINA, LLC to charge the monthly invoice above to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing Bank Cardholder Agreement.

Cardholder Signature: _____



Business Name and name of Responsible Person:

This handbook is intended to provide Hour Cucina LLC's ("HC") policies and information to our clients. All of the content herein applies to all clients. Clients are expected to adhere to the rules and policies herein. (HC) will post amendments and updated versions of this document from time to time, and will communicate these changes to clients in a timely manner via e-mail and/or in person. Clients should make it a priority to familiarize themselves with the current policies and information.

Requirements for Kitchen Use

Before reserving kitchen time with HC and during usage of the facilities, HC must have the following on file:

- A signed, current Operating Agreement, completed application, credit card authorization form and rate schedule acknowledgement;
- A \$400.00 security deposit (\$300.00 refundable). This deposit must be paid in full PRIOR to your state inspection;
- A copy of a valid State of Florida permit (either through DPBR or Dept. of Agriculture). **If you are in the process of applying for license, it must be submitted to use within 30 days of your start date at the kitchen;**
- A current and valid Food Manager's Certificate (i.e. Serve-Safe certification, etc.). No one will be permitted to work in the kitchen without this certification;
- A certificate of insurance showing a minimum of \$1,000,000 commercial general liability insurance with HOUR CUCINA LLC listed as an additional insured with a waiver of subrogation and client must maintain such policy for the duration of any kitchen use.

Kitchen Reservations

Clients must reserve kitchen time through the on-line calendar using the program provided at the time of your inspection. Clients will receive a login and password for the calendar once all necessary paperwork and deposit have been received. The calendar is the only way to reserve kitchen time, which ensures efficient and accurate reservations. You may contact us with any questions you may have regarding the reservation process. You may not reserve kitchen time until all requirements have been met (see list above).

Event/Full Day Reservations

Booking for events such as cooking classes, food photography, parties and demonstrations should be made with a HC representative. A price quote can be made at that time.

Payments

Clients will be billed at the end of each month for the hours incurred, billed in 30 minute increments. **Hour Cucina must have a valid credit card on file. If for any reason, payment is declined, you will be charged a penalty of \$50.00. If payment is not received by the 5th of the month regulating authority will be notified that you are no longer a client at this commissary.** Payment may be made by check, on-line via credit card or bank transfer. Payment is required within five (5) days upon receipt of the invoice. Return checks are subject to a \$50.00 fee and prosecution to the fullest extent of the law.

Usage Limitations

Your reservation entitles you and one additional assistant (certified food handler) for the time period booked and **one (1) work station**. If you require more than 1 work station for your shift you must schedule it on the calendar and you will be subject to an additional \$10.00 per hour per additional table. If you require more than 1 additional person, there will be an additional charge per hour, per person (please see rate sheet). **For large events requiring work crews larger than 4 people, please speak to kitchen manager regarding rates.**

Facility Access & Security System

Hour Cucina is available 24/7.

After all requirements have been met, clients will be given a door code to enter the facility. Clients are not allowed to share the door code with anyone, nor are they allowed to let anyone in the facility other than food deliveries and their own employees. The facility has a video surveillance system which helps ensure our clients' safety and the security of their products. In addition, the system allows management to identify clients and work progress at all times. If the door code is used by an unauthorized person, they will be considered trespassers and the proper authorities will be alerted.

All clients are provided with a code for the security system and shown how to use the system. Any assessments by the local authorities for a false alarm caused by anything other than a mechanical failure of the system, to which the police are dispatched, will be charged to the client at the rate charged by the City of Boynton Beach Police Department.

TAMPERING WITH ANY PART OF THE SECURITY OR VIDEO SYSTEM WILL PROVIDE SUFFICIENT GROUNDS FOR HC TERMINATE ANY AND ALL AGREEMENTS WITH ANY CLIENT IMMEDIATELY. The systems are in place for everyone's safety and tampering, disconnecting, covering or otherwise will not be tolerated.

Calendar and Time Clock

Each client will be entered into the time/security system. It is the responsibility of the client book their needed hours on the calendar and to clock in upon arrival and clock out upon leaving the kitchen after all clean-up has been done. **The facility is video monitored and should a client not clock in or clock out, they will be billed for 12 hours at the maximum rate of \$35.00 per hour.** It is not the responsibility of management to view the video to determine time in/time out. If the system is unavailable for any reason it is the responsibility of the Client to note the day and time on the calendar located on the office door indicating time in/time out and that the **system was unavailable**. If client did not sign in for any other reason other than the computer being unavailable there will be a \$50.00 per occurrence penalty, whether or not we were notified. If you sign in and forget to sign out or vice-versa, the \$50.00 penalty per occurrence will apply. This \$50.00 is in addition to any other charges failure to sign in/out may occur. **You must sign immediately upon entering the kitchen, unless you are there solely to drop off or pick up supplies. This means that no work is actually taking place at the time. You must sign out when you are completely ready to vacate the kitchen. This means your car is is loaded, dishes are washed and put away, floor is clean, and your table is sanitized.**

Parking

HC has free access to parking spaces in the side parking lot. Please do not allow your employees to take up more than six, particularly during business hours. Do not park along the street side of the building. HC will not be responsible for any damage, theft, parking tickets, towing, etc.

Ordering from Vendors

Our clients are encouraged to establish their own accounts with vendors and place orders for delivery to the HC facility. We can assist in completing any documentation related to opening new accounts. We can also be at HC to receive your order for a fee. In any event, client orders must abide by the following:

- All orders must be made in client's business name and the client must be on the premises to accept the delivery. Management will no longer accept orders on your behalf.

Storage

Clients have the option to rent space in the refrigerator, freezer and dry storage areas. We strongly recommend that food and equipment be secured in a lockable, commercial grade, approved bins. Client is responsible for providing locks to ensure security. HC will not be responsible for missing or damaged items.

In the interest of sanitation all storage areas must be kept organized and clean. All products and food items not in their original containers must be clearly labeled with your name, current date and contents, according to State of Florida sanitation standards. Items not clearly labeled or stored in the client's rented space may be discarded.

Please note:

- HC is not responsible for any equipment, food or other items left in the kitchens. We highly recommend clearly labeling any equipment, food products, etc. so there is no confusion surrounding ownership. We have an engraving tool for your use in the office.
- Do not store anything on the kitchen floor.
- Do not store anything on the speed racks.
- Do not store anything in/on HC or other clients' equipment.
- Store all meat on the bottom shelf of the refrigerators and freezer.
- Do not store anything unrelated to the commercial kitchen (clothes, electronics, etc.)
- All loose items in the freezer MUST be placed in bins and clearly marked.

Note that if any equipment or food is improperly stored or poses a health risk, HC staff will either move or discard it, without reimbursement to the client.

Kitchen Use and Cleaning Requirements

Any fines incurred by Hour Cucina as a direct result of a client or client's employee or representative failing to abide by the following guidelines will be charged against the client's deposit. Further, client will maintain a \$400.00 deposit with Hour Cucina or forfeit use of the facility. The refundable portion of your deposit is \$300.00.

Clients are responsible for following all proper sanitation requirements as well as keeping the kitchen in a clean and professional condition. If a client does not leave the kitchen as clean as they found it, they risk losing their kitchen privileges as well as incur a cleaning fee in the amount of \$250.00. Because it is important that the kitchen look professional and clean for random Health Department visits, tasting customers and other potential clients, the following is required:

Dishwashing

All food must be scraped off of dishes into the trashcans prior to being placed in sinks.

All dishwashing must take place in the designated three-compartment sink. **Never place food scraps in the sinks.** Never rinse or wash dishes in any of the hand sinks. You must dry your dishes and return them to their proper place prior to the end of your reservation. However, dishes may be left to air dry on the designated racks during your reservation so long as they are dry and put away prior to leaving the facility. Prior to leaving the kitchen, please be sure you have emptied the grease trap basket when you have finished washing your dishes. Failure to do so will result in a \$150.00 cleaning fee per incident. Please be advised that this is being monitored by video.

Floors

Clients must sweep and mop the floors in all areas that they used, including the sink areas, walk-ins and scullery. Use hot water and bleach. When finished mopping, empty the mop bucket, rinse the bucket out, ring the mop and hang it above the sink to drip dry. Replace the broom and dustbin to their designated areas. Be sure to clean under and behind tables and equipment.

Cleaning Supplies

Initials: _____
07012023

Handbook Rev. 6

The following basic kitchen supplies will be provided by Hour Cucina:

- Rag Service (rags are not to leave the kitchen)
- Toilet Paper
- Bleach/Sanitizer
- Hand Soap
- Surface Cleaners (Soft Scrub, Windex, 409, etc.)
- Scrub Sponges
- Mop & Bucket
- Broom & Dust Pan

Table and Equipment Cleaning

Wipe down all equipment and tables used at the end of the shift. Use a clean rag, soap and water, then follow with a sanitizer solution. For equipment that disassembles into smaller parts such as mixers, removable parts are to be washed in the three-compartment sink. Stove burners that are soiled must be removed from the stove and washed in the three-compartment sink. Pay special attention to the areas where meat was prepared. Properly clean and sanitize the sheet pans, table, cutting boards, etc.

Trash

Take out trash at the end of the shift. Trash bags should be tied tightly and placed in the large dumpster at the back of the building. Empty any trash or grease that has spilled outside of the bag and into the trashcan. If necessary, wash the trashcan out in back outside using the hose.

Clean and break down all cardboard/paper boxes before placing in the dumpster. If boxes are soiled, put them in dumpster.

Air Conditioner

Do not set the thermostat below 73 degrees. If there is no one in the facility when you leave, set the thermostat to 76 degrees.

Doors

Whether you are entering or leaving the facility, you must keep the doors locked for your safety. When you leave, and there is no one else in the facility, check all doors that lead to the outside to make sure they are locked. Management reserves the right to suspend your kitchen access if any door is left unlocked at any time.. If you should lock yourself out during regular business hours (9:00 AM – 5:00 PM) and there is no one in the kitchen the cleaners next door to the kitchen has an access key. After regular business hours, please call the kitchen manager (561-271-9197) for access. There will be a \$50.00 charge for calls made between the hours of 6:00 PM and 8:00 AM.

Attire

- No sandals or open-toed shoes are to be worn by anyone using the kitchens, even when picking up or dropping off.
- Proper kitchen attire must be worn – no tank tops and other garments which could cause a safety hazard.
- Long hair should be covered or tied back and beards should be covered in accordance with State of Florida regulations.

Health and Safety

- No glass, ceramic or breakable containers are allowed in the kitchens.
- Drinks should be in plastic or paper containers, with lids/caps on them.

Agreed and Accepted:

Date: _____



**Operating Agreement
HOUR CUCINA, LLC**

- 1. Services to be provided.** HOUR CUCINA, LLC, an inspected and fully licensed Commercial Food Establishment in the City of Boynton Beach, located at 411 S. Federal Highway, Boynton Beach, FL 33435, agrees to provide the Client access to and use of the kitchen facilities at HOUR CUCINA, LLC including use for the production of Client's products. Facility and services provided shall include, but not be limited to: use of stoves, ovens, sinks, refrigerators, freezers, counters and storage areas.
- 2. Operating, Term and Pricings.** Each kitchen within HOUR CUCINA, LLC shall be reserved exclusively for the Client's use during the times booked and paid for in advance by the Client and agreed to by HOUR CUCINA, LLC. This Operating Agreement will remain in effective for as long as Client continues to book time with HOUR CUCINA, LLC and until any updated Agreement is executed. Upon request by HOUR CUCINA, LLC, all Clients will be required to execute updated Operating Agreements as they become available. The Client will be charged according to the prices agreed upon by HOUR CUCINA, LLC and the Client. It is agreed that rental period will include client plus one (1) additional food service certified assistant. Any person(s) beyond the client and one assistant will be charged in accordance with rate schedule.
- 3. Age Limit.** Client will adhere to the Florida Child Labor Law. No one under the age of 14 years will be allowed to work in the kitchens. In addition, for security reasons, no one under the age of 12 will be allowed to enter the premises without prior approval by HOUR CUCINA, LLC.
- 4. Production Responsibilities.** Client assumes all production risk in connection with HOUR CUCINA, LLC's kitchens and equipment including, but not limited to, any failure of equipment during Client's use of such kitchen(s) and equipment. Under no circumstances shall HOUR CUCINA, LLC be liable to the Client for any failure to

meet volume production, expected quality and/or any other failure of the production process including, but not limited to, the failure of any particular piece of equipment or machinery. HOUR CUCINA, LLC assumes no responsibility for the supply of any other production requirements other than the use of the facility and equipment previously set forth including, but not limited to, ingredients, packaging, processing, kitchen wares and recipes.

5. **Payment of Invoices.** All invoices for rental time, storage, parking, maintaining licenses, and any all other charges that may be incurred are due and payable upon receipt. **A valid credit card must be kept on file. If said credit card is declined for any reason on or before the 5th of the month, a \$50.00 charge will be incurred.** In addition, if payment is not received within the 5 day period, HOUR CUCINA, LLC reserves the right to terminate access to the kitchen without further notice.
6. **Product Profits.** Any and all profits derived from the production of Client's products or services at HOUR CUCINA, LLC, whether at retail, wholesale or otherwise, shall be the sole and exclusive property of the Client unless provided for in a separate agreement.
7. **Tax Liability.** The Client shall be responsible for any and all State, Federal, City and/or local government authority for any taxes that may be due as a result of the production and/or sale of any of the Client's products or services at HOUR CUCINA, LLC.
8. **Other Business Interests.** This agreement shall not be construed as a partnership, joint venture, lease of tangible or intangible property, or otherwise and unless otherwise agreed in writing, signed by both parties, HOUR CUCINA, LLC has no right, title or interest in and to the business or the client of the Client. No employees or contractor of the Client shall be considered an employee or contractor of HOUR CUCINA, LLC.
9. **Security.** HOUR CUCINA, LLC assumes no responsibility for the security of any equipment, ingredients or supplies provided by the Client for their use at HOUR CUCINA, LLC. Any additional security of storage arrangements shall be Client's sole responsibility.
10. **Liability of Client.** HOUR CUCINA, LLC shall not be liable for any damage to either person or property sustained by the Client or any third party arising in any way out of the Client's use, operation, occupancy of kitchen premises, or sale or distribution of any product manufactured on the premises of HOUR CUCINA, LLC. The Client covenants and agrees to indemnify, defend and hold harmless HOUR CUCINA,

LLC and its employees from any and all claims, costs and liabilities arising from or in connection with damages or injuries to persons (including death) on property in, upon, or about the HOUR CUCINA, LLC premises, any portions thereof, or resulting from the sale, distribution, consumption and other use of any service provided or product manufactured at HOUR CUCINA, LLC for or by the Client.

11. **Damages** to HOUR CUCINA, LLC Property. Client will maintain a minimum of \$1,000,000 commercial general liability insurance with **HOUR CUCINA, LLC** listed as an additional Insured with a waiver of subrogation. Clients will provide a certificate of insurance to HOUR CUCINA, LLC management prior to entering into this Agreement. Additionally HOUR CUCINA, LLC will hold a deposit of \$350.00 paid by the Client. The deposit is fully refundable if, after 30 days of non---kitchen use, it is determined that the Client owes no money to HOUR CUCINA, LLC for rentals and/or equipment repair. Client will maintain a deposit of \$350 with HOUR CUCINA, LLC for as long as this Operating Agreement remains in effect. If Client damages the equipment or any part of the premises, the repair amount will be deducted from the deposit. Client will be responsible for all damages to HOUR CUCINA, LLC's premises and/or equipment and, should repair of damages be more than \$350.00, Client agrees to pay for such damages caused by Client or the Client's action or negligence or the action or negligence of Client's representative, upon demand from HOUR CUCINA, LLC. In the event that Client damages equipment or premises beyond repair, or destroys any equipment belonging to HOUR CUCINA, LLC, Client agrees to pay full replacement value for such damaged or destroyed equipment. Any deviation from this requirement must be approved in writing by HOUR CUCINA, LLC.
12. **Food and Equipment Safety and Sanitation.** The Client is responsible for obtaining and providing all valid permits, licenses and other similar items to be able to operate their food business in compliance with all local, state and federal rules and regulations.
13. **Cleaning Supplies.** HOUR CUCINA, LLC will provide cleaning supplies and equipment to use for the mandatory cleaning of the kitchens' equipment and floors.
14. **Signs and Advertising.** No signs or other advertising matter shall be attached or painted on the premises without prior approval of HOUR CUCINA, LLC.
15. **Credit Card Authorization.** The Client authorizes HOUR CUCINA, LLC to make any charges relating to kitchen rental and/or any other services offered by HOUR CUCINA, LLC to the Client's credit card and, if necessary, initiate adjustments for

any transactions credited/debited in error. This authorization will remain in effect until HOUR CUCINA, LLC is notified by Client in writing that they cancel their authorization in such time as to afford HOUR CUCINA, LLC and the merchant account provider a reasonable opportunity to act on it.

16. **Video Surveillance.** Client acknowledges that the premises of HOUR CUCINA, LLC will be under surveillance at all times.
17. **Address.** Client may not use the address of the premises as their mailing address without prior approval of HOUR CUCINA, LLC.
18. **Default.** Client shall abide by the terms of this Operating Agreement and the Policy Guide, copies of which have been provided to the Client and the terms of which are incorporated herein by reference.
19. **Assignment.** This Operating Agreement is solely between HOUR CUCINA, LLC and the Client. The Client shall not transfer privileges, services or use of HOUR CUCINA, LLC.
20. **Termination by Hour Cucina, LLC.** Notwithstanding any provision in this Operating Agreement, HOUR CUCINA, LLC may, in its sole and absolute discretion, terminate this Agreement without further liability by delivering prior written notice to Client.
21. **Termination by Client** Inasmuch as there is no formal lease agreement between Hour Cucina, LLC and Client, in accordance with standard good business practice, notice of intent to leave the kitchen should be provided in writing, via email, with at least 14 days prior notice. Any balances due will be deducted from the security deposit. If the client vacates premises without notice, there will be no refund of security deposit. In addition, the licensing agency for the client will be notified immediately of the termination of agreement.
22. **Non-Binding Until Fully Executed.** This Operating Agreement is for discussion purposes only and does not constitute a formal offer by either party. This Operating Agreement is not and will not be binding on either party until and unless it is fully executed by both parties.
23. **Client.** For the purposes of the Operating Agreement, "Client" shall include the individual or legal entity (including but not limited to sole proprietorship, partnership, Limited Liability Corporation, corporation) that executes this Agreement, as well as any employees, contractors or representatives of the Client.

24. **Pricing.** See attached.

25. **Policy Guide.** See attached.

TO EVIDENCE THEIR AGREEMENT, these parties have subscribed their names to be effective the date this Agreement is fully executed.

CLIENT	HOUR CUCINA, LLC
Company name:	
Representative Signature:	Representative
Print name:	Print name
Mailing address:	Mailing address 411 S. Federal Highway Boynton Beach, FL 33435
E-mail address:	E-mail address: susan@hourcucina.com
Date:	Date: