HOUR CUCINA

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

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.

HOUR CUCINA

COVID REQUIREMENTS TO WORK AT HOUR CUCINA

Hour Cucina remains concerned for the health and safety of our users as well as the customers that your businesses serve. As a result, we feel it is necessary to put in place a policy that is for everyone's benefit. Hour Cucina cannot force you to receive the recommended COVID vaccine, however we can establish policies that are in the interests of workplace safety.

In order to work and/or be in the kitchen at any time we are requiring that you be vaccinated.

If requested, you will have to provide proof of vaccination. Failure to do so in a reasonable amount of time will cause us to terminate your agreement with Hour Cucina. There will be no exceptions to this requirement.

Your signature below acknowledges your understanding of this requirement.

Agreed and Accepted: _____

Printed Name: _____ Date: _____

HOUR CUCINA

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 license type) monthly plus applicable sales tax to be billed no later than the 5th of each month October through April for Green Market vendors using the kitchen, and each month for caterers, small batch producers, and food truck vendors.***

I, _____ **authorize HOUR CUCINA, LLC to charge the agreed amount listed 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: _____

HOUR CUCINA

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