

Commissary Kitchen



2022-23 Rates & Information

Volunteers of America Western Washington (VOA) makes the Carl Gipson Center’s commercial kitchen available for rent:

Room	Availability	Fees	Scheduled Blocks	Hourly Rates
Commissary Kitchen	1:00-5:00, M-Th 8:30AM-12:30PM, Sat.	\$100.00 Application & Orientation Fee	4 Hours See policies.	\$20.00: Regular Users (Minimum scheduled two blocks per month) \$30.00: One-time or Irregular Users

Policies

Dates

All requests for rental dates are subject to staff availability. VOA and City of Everett events and activities are given priority. *Please note the Center is not available for rentals on these days:* New Year’s Day, MLK Day, Memorial Day, Easter, 4th of July, Labor Day, Veterans Day, Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve.

Food Worker Card

Commissary Kitchen users must present a copy of a current Washington State Food Worker Card to the Carl Gipson Center’s Hospitality Coordinator prior to their event via email or hard copy. Users may obtain a Food Worker Card here: <https://www.foodworkercard.wa.gov/>

Facility

The Carl Gipson Center offers a commercial-grade kitchen. We have commercial gas ranges, flat top stove, steam table, industrial steamer, commercial grade dish washer and a complete dishwashing area, and ice machine. We also have carts, pots, pans, bowls, cutting boards, colanders, and other dishes to prepare food. We do not provide small wares such as spatulas, scoops, knives, or spoons. (these utensils your business would bring in for personal use). We can also provide refrigeration while users are preparing food.

Commissary Kitchen



Availability, Minimum Rental Period, and Cost

The Commissary Kitchen is available for use in 4-hour blocks from 1:00-5:00pm, Monday through Thursday, and 8:30AM – 12:30PM on Saturdays, excluding major holidays and VOA, community, or private rental events.

- Our Center makes our Commissary Kitchen available to approved users in 4-hour blocks at \$20/hr or \$80.00 for one block.
- We give scheduling priority to users who request regular, consistent blocks. Examples: Each Wednesday from 1:00 – 5:00pm; 2nd and 4th Saturday from 8:30am-12:30am.

Types of Food Companies

We welcome the following types of companies to consider preparing their food here: Meal delivery, food trucks, wholesale food producers, caterers, farmer's market vendors, and direct retail-to-customer food sales.

Requirements for Rental:

- VOA Rental Agreement & Identification (Driver's License, Passport, etc.).
- Valid business license and current insurance
- Commissary Agreement through the Snohomish Health District. This may include: floor plan, equipment list, finish schedule, and water/sewer review.
- \$100 non-refundable Application & Orientation Fee.
- Valid, current credit card on file. User agrees to maintain open credit card account for duration of rental agreement, and notify VOA in the event that credit card changes.

Refrigeration & Storage

We do not offer refrigeration or food/supply storage to one-time or irregular users. We may work with users who schedule a minimum of four 4-hour regular, consistent blocks each month to allocate regular refrigeration and/or food/supply storage space.

Food Deliveries

User may receive deliveries of food and supplies at the Carl Gipson Center during user's scheduled hours, provided user manages all aspects of receiving deliveries and does not prop external doors open.

Health Department Inspection

Users may not list the Carl Gipson Center as their primary kitchen for the Snohomish Health Department, and host the required inspection, without the prior approval of the Carl Gipson Center's Hospitality Coordinator or Director.

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Payment & Damage Policies

- *Payment* is due by one week prior to a scheduled block.
- *Cancellation:*
 - More than one week: If a user cancels with more than one week's notice, there will be no charge.
 - Within one week of a scheduled date: If a user cancels within one week of a scheduled date, payment will be forfeited. Exceptions may be made in cases of unforeseen illness or incident at the discretion of the Center Director.
- *Damaged or Missing Items:* In the event that VOA staff determine that kitchen equipment or items are missing or damaged, we will notify the user as soon as possible and include a written account of the missing or damaged items as well as an estimated replacement cost. (Note that email is acceptable for this communication). The user has two weeks from the date of communication about the missing or damaged items to submit payment to VOA, after which time VOA may charge the credit card on file. In the event that user does not submit payment and/or credit card transaction is not successful, VOA retains the right to terminate the rental agreement with user and seek legal recourse.

How Do I Get Started?

1. Complete all items in the "Requirements" section above.
2. Make appointment with VOA's Carl Gipson Center Hospitality Coordinator, and bring requested initial date(s) of rental. Pay \$100 Application and Orientation Fee and schedule date of Orientation.
3. Submit "Commissary Agreement" approval from Snohomish Health District to Hospitality Coordinator.