



Chubby's Shared-Use Kitchen

Cooking up small business success in Fort Bragg!

Use Application

Physical Location: 890 B North Franklin St., Fort Bragg, CA 95437

Larry Knowles, Proprietor

Mailing Address: P. O. Box 1914, Mendocino, CA 95460

Fax: 707-962-0599 Phone: 707-485-4168

Email: lknowles@mcn.org www.ChubbysKitchen.com

◆◆ We highly recommend you get FREE business development services at the West Business Development Center. Call 707-964-7571, <https://www.westcenter.org>

◆◆ **Required: General Liability and Product Liability Insurance with a minimum coverage of \$1,000,000 (one million). Larry Knowles must be named as additional insured.**

◆◆ **Privacy Agreement:** We honor your privacy. The information you provide about your products and proprietary details about your business in this application is strictly confidential and will not be shared with anybody. However, we often need to share the basic nature and needs of your business with other users to ensure the kitchen runs smoothly.

When you complete this application, please email it to Larry Knowles at lknowles@mcn.org, or mail it to Larry Knowles at P. O. Box 1914, Mendocino, CA 95460. Call if you have questions: 707-485-4168.

Chubby's Kitchen is a beautiful, clean, well-maintained, certified commercial kitchen in Fort Bragg. We offer space for bakers, canners, confectioners, long-term caterers, and makers of other culinary delights. Pay by a monthly **PLAN** and start a new food business or continue your enterprise in a clean, well-equipped affordable shared-use space.

YOUR RESPONSES WILL ALLOW US TO CLASSIFY YOUR APPLICATION:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Email: _____

Name of Your Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Three Professional References:

- a. Name: _____ Relationship: _____
_____ Phone: () _____ Email: _____

- b. Name: _____ Relationship: _____
_____ Phone: () _____ Email: _____

- c. Name: _____ Relationship: _____
_____ Phone: () _____ Email: _____

Business Status, Check One: Are you in the planning phase, a new-business-ready-to-start phase, or have you started your business already?

- a. _____ Planning
- b. _____ New, ready to start
- c. _____ Already started elsewhere
- d. _____ Chubby's Use Start Date (Projected)

What type of group / company are you or do you want to be? (Check as many as are appropriate.)

Retail ___ Wholesale ___ Service ___ Caterer ___ Farmers Market / Cart / Street Vendor ___ Church / School / Civic Group ___ Specialty / Gourmet Food Producer (i.e., mustard, salsa, jams, sauces, cheesecakes, etc.) ___

How many employees do you (plan to) have? _____

Are you currently selling a food product? Yes _____ No _____

If YES, what are you already selling? _____

What food item(s) are you interested in producing at Chubby's Kitchen?

- a. _____ d. _____
- b. _____ e. _____
- c. _____ f. _____

Additional notes and questions you have about Kitchen Organization and Fees:

What is your target market? _____

What is your sales goal (both in volume and in dollars)? _____

How do you plan to market your product? _____

What other services or equipment could the facility provide to make your food products business successful?

Does your business have adequate financing? Yes _____ No _____

Briefly explain: _____

What day and time would you need the facility? (Example: Mondays 8 pm to 2 am) Please refer to Plans and Fees Worksheet, page 4.

Mondays _____

Fridays _____

Tuesdays _____

Saturdays _____

Wednesdays _____

Sundays _____

Thursdays _____

Scheduling Comments: _____

Scheduling is first come, first served. You'll schedule in advance on Chubby's online calendar.

Plans and Fees prices are subject to change without notice.

Here's what we have. Put a checkmark by the items you expect to use:

<input type="checkbox"/> Six burner range with conventional oven	<input type="checkbox"/> Proofing Cabinet
<input type="checkbox"/> Convection oven	<input type="checkbox"/> Lots of Sheet pans 18" x 26"
<input type="checkbox"/> Large deck oven (takes 16 full-size sheet pans)	<input type="checkbox"/> Three-compartment sink
<input type="checkbox"/> Three stainless-steel worktables @ 6' long x 30" wide	<input type="checkbox"/> Two-compartment produce sink
How many do you need? _____	<input type="checkbox"/> Dry storage shelves approx. 24" deep, 20" high
<input type="checkbox"/> Two stainless-steel worktables @ 8' long x 30" wide	How many linear feet do you need? _____
How many do you need? _____	<input type="checkbox"/> Reach-in freezers
<input type="checkbox"/> One Formica worktable @ 10' long x 24" wide	<input type="checkbox"/> Walk-in refrigerator
<input type="checkbox"/> 30 qt. mixer	<input type="checkbox"/> Commercial loading dock
<input type="checkbox"/> High-capacity water filter	<input type="checkbox"/> Utility room and cleaning supplies
<input type="checkbox"/> Three Speed racks	<input type="checkbox"/> Changing room for personal supplies
How many do you need? _____	

What we don't have: small ware such as pots and pans, cooking utensils, knives, and cutting boards. You'll need to bring your own special tools for your culinary projects.

Plans and Fees Worksheet

Below are Chubby's Monthly Use Plans for Day Use (8 AM to 6 PM) and Off Hours (6 PM to 8 AM). Please choose the **PLAN** that best fits your needs. You can jump to a different **PLAN** the next month if the previous one doesn't fit your needs.

Let's say you need to start using Chubby's Kitchen on January 1st. You choose your plan, say **PLAN 1**, Day Use, at \$330 for the month plus equipment fees and a \$150 Security Deposit. You pay before you start working in the kitchen on January 1st. Then, in February, you choose your **PLAN** for that month. You pay at your new **PLAN**'s rate plus equipment fees and any extra hours you worked in January beyond January's **PLAN** at that month's rate. Payment must be postmarked or paid by the 10th of February.

◆◆ Unused hours in a monthly **PLAN** do not roll over to subsequent months. They are forfeited at the end of each month.

PLAN 1 15 hours per month	Hourly / Monthly Rates Day Use: 8 AM - 6 PM at \$22 an hour, you pay \$330 per month Off Hours: 6 PM - 8 AM at \$20 an hour, you pay \$300 per month	Overage Rate \$22 an hour \$20 an hour
PLAN 2 35 hours per month	Hourly / Monthly Rates Day Use: 8 AM - 6 PM at \$19 an hour, you pay \$665 per month Off Hours: 6 PM - 8 AM at \$17 an hour, you pay \$595 per month	Overage Rate \$19 an hour \$17 an hour
PLAN 3 60 hours per month	Hourly / Monthly Rates Day Use: 8 AM - 6 PM at \$16 an hour, you pay \$960 per month Off Hours: 6 PM - 8 AM at \$14 an hour, you pay \$840 per month	Overage Rate \$16 an hour \$14 an hour

Choose your plan for the month: _____ \$ _____
 (Example: Choose your plan for the month: Plan 1 Day Use \$ 330.00)

Monthly Equipment Fees: You choose what you need.

First 3' dry shelf	Free	_____	\$ <u>Free</u>
Additional dry shelves per foot	\$12	_____	\$ _____
1 Walk-In refrigerator Shelf 36" @ \$20 linear feet	\$60.00	_____	\$ _____
1 Freezer Shelf 26" wide	\$30.00	_____	\$ _____
Other use and/or agreements, if any: _____			\$ _____
One Time Security Deposit required to start	\$150	_____	\$ <u>\$150</u>
Your Total Plan Charges:		_____	\$ _____

A \$50 cleaning fee will be deducted from your security deposit each time you leave the kitchen messy or dirty. Each user is responsible for cleaning up at the end of a session, so the kitchen is clean for the next person.