

THE PREP STATION
Catering Kitchen and Commissary

SERVICES AGREEMENT

This Services Agreement is entered into by and between Wonky Kitchen, LLC (DBA "The Prep Station") and the undersigned individual or business entity ("Client"). The Prep Station provides a set of services for food businesses, and Client operates a food business.

CLIENT INFORMATION	
INDIVIDUAL'S NAME(S)	ENTITY OR DBA NAME
ENTITY OR DBA FILING NUMBER AND TAX ID	
MAILING ADDRESS	
CONTACT PHONE(S)	E-MAIL
3 REFERENCE NAMES/CONTACT	
EMERGENCY CONTACT	
VEHICLE IDENTIFICATION (parked cars):	
FOOD TRUCK LICENSE PLATE/REGISTRATION:	
BUSINESS OWNER AND VEHICLE OPERATOR(S) CDL#(S):	
INSURANCE POLICY #/CONTACT	

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TERMS AND CONDITIONS

1. This agreement is entered into this ____ day of _____, ____ between The Prep Station and Client.
2. Services under this Agreement will commence on the ____ day of _____, ____ and continue on a month-to-month basis until terminated by either party according to the terms of this agreement.
3. Client has access to range of services including use of food prep facilities and cooking appliances, parking, refrigeration, assistance with business operations, and/or other services to be determined by Client and The Prep Station.
4. Client has selected a group of services for which the one-time/monthly fee will be _____. Client may change the level and type of services at the beginning of any month, with the fee for those services delivered in the following month to be paid on the 25th of the prior month.
 - a. Additionally to the monthly fee, and before move-in, Client will pay a non-refundable deposit toward last month's services of _____, and an annual, nonrefundable sign-up and administrative services (membership) fee of _____.
 - b. Client may also utilize kitchen services, such as time at workstations and/or use of cooking appliances on an hourly or ad-hoc basis. Client can pay for those services before that usage by writing a check, or making an online payment on the day that time and/or services are utilized.
5. Fees are due on the 25th of preceding month. If the Client fails to pay for the month's services before the 28th of the month there is a \$15 late fee. If fees are not paid on or before the 1st of the month there is an additional late fee of 5% of the monthly fees. If Client fails to make payment by the 5th of that month, nor make other arrangements with The Prep Station, this agreement may be terminated and the deposit toward last month applied. If any possessions of the Client remain on the premises at the end of the last month, they may be moved, stored or otherwise disposed of at the sole discretion of The Prep Station.
6. Either Party may terminate this agreement at any time and for any reason with 30-days written notice delivered to the other party. However, deposits toward last month's services must be applied toward a last month, and no amounts will be refunded if tenant decides to terminate this agreement early.
7. Obligations
 - a. The Prep Station will maintain all necessary permits from the Alameda County Health Department for operation of a food production facility; will maintain the premises in a clean and orderly state; will provide cleaning and sanitary supplies for maintenance of the common areas including the bathrooms and floors.

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- b. The Client will maintain all necessary County, State or other Governmental licenses and certifications required to produce food for sale, and to operate their food businesses. Client will provide copies of those licenses and certifications to the Prep Station; will maintain liability insurance of a minimum \$1MM per occurrence and will name Wonky Kitchen, LLC dba "The Prep Station" (2400 Monarch Street, Alameda CA 94501) as additional insured on their policies and provide a copy of the policy endorsement to The Prep Station.
 - c. Client will maintain the premises in a clean and orderly state, and agrees to abide by the rules of the kitchen as published by The Prep Station.
 - i Any violations of the rules of The Prep Station will result in fines of not less than \$50.00.
 - ii Repeat violations will result in a doubling of fines
 - iii More than three violations of kitchen rules in a six month period will require a written mitigation plan between Client and The Prep Station.
8. Notifications: Client may notify The Prep Station in writing, in person, or via e-mail at jeff@wonkykitchen.com. The Prep Station may notify the Client in writing in person or at the address cited above.

ACCEPTED AND AGREED	
THE PREP STATION	CLIENT
SIGNATURE _____	SIGNATURE _____
PRINT NAME _____	PRINT NAME _____

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Client Services Detail

Member Business/Personal Name:

Membership Type:

Kitchen Plan

Hours

Usage Levels (people, prep space, appliances)

Storage

Garbage Allocation

Costs Summary