

# KITCHEN BOOKING GUIDE

Thank you for your interest in booking the Community Kitchen at the Parkdale Food Centre, located at 30 Rosemount Avenue Unit 2.

## HERE ARE A FEW THINGS YOU SHOULD KNOW IN DECIDING IF WE ARE A GOOD MATCH FOR YOUR NEEDS:

### ABOUT US

As a registered charitable organization, we use our Community Kitchen primarily to deliver community programming. We operate throughout the week, Monday to Friday, and our Community Kitchen is the site of community meals and workshops that have a focus on nourishing and culturally relevant meals, provided to individuals from diverse backgrounds, including individuals who identify as newcomers, racialized, Indigenous, low-income and/or food insecure. We celebrate the vibrancy and importance of food and community. We strive to make our space welcoming and accessible to all of our Neighbours.



### WHAT'S OUR SPACE LIKE?

Bright, beautiful, welcoming and well-equipped. Our community kitchen is publicly inspected by Ottawa Public Health to meet the requirements of a commercial kitchen. The kitchen is equipped with 5 stainless steel tables, a commercial dishwasher, 2 commercial convection ovens, an 8 burner gas range,

a large stand mixer, plenty of kitchen utensils (it is recommended you bring your own knives), towels and aprons. Our community gathering space has 6 tables and can seat up to 36 people.

Unfortunately we do not have the capacity to rearrange or remove/add items for clients prior to a booking. You are welcome to rearrange the space to their liking and remove/cover items they would like out of sight; however, the space must be left in the same way it was found upon arrival. We aim to keep the space as tidy and organized as possible for your event. You will be required to follow a closing and cleaning checklist before you wrap up your event; failure to leave our space clean may result in a surcharge.



### NEED A DISHWASHER?

You can hire one of our amazing staff members to help with dishwashing and clean up at a cost of \$30/hr for a min. of 4 hours.



## WHEN IS THE KITCHEN AVAILABLE?

Generally, our Community Kitchen is only available outside our regular programming hours of Monday to Friday 9am-4pm. In addition, the Kitchen is closed on Sundays from 3-6pm for cleaning.

## BOOKING PROCESS

To rent the PFC Kitchen, please fill this form here <https://parkdalefoodcentre.ca/pfckitchenrental/> with your event details, room request and dates. A member of our team will get back to you to confirm availability and provide more details.

## REQUIREMENTS

Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the kitchen.

Renter is solely responsible for supervising all individuals in the kitchen during your rental time.

Under no circumstances shall the renter allow any other organization or individual to use the kitchen for the period which the renter has contracted.

Parkdale Food Centre reserves the right to evict individuals from the facility at any time if their

conduct is deemed to be destructive or detrimental in any way.

One representative from your group must hold a valid safe food handling certificate for public or ticketed events.

Renter must provide proof of general liability insurance prior to using the kitchen.

## RATES



### PRIVATE/BUSINESS RENTAL RATES:

Kitchen \$500 (flat fee for more than 4 hours) \$125/hr (for less than 4 hours)

### NOT-FOR-PROFIT/PARTNER DISCOUNT:

Kitchen \$200 (flat fee for more than 4 hours) \$50/hr (for less than 4 hours)

### ONSITE DISHWASHER

\$30/hour, minimum 4-hour shift. (Optional).

### DRY STORAGE SPACE

starts at \$100 per month (storage space is limited).

### CLEANING SURCHARGE

