



*Bailey's Catering LLC*  
MAKING CONNECTIONS WITH REAL FOOD

## COMMERCIAL KITCHEN RENTAL AGREEMENT

This Commercial Kitchen Rental Agreement (“Agreement”) is entered into between **Bailey’s Catering LLC (“Owner”)** and the undersigned **Renter** for use of the commercial kitchen located at: **681 W. Boughton Rd, Bolingbrook, IL 60440**

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### RENTER INFORMATION

Organization/DBA: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Food Business: \_\_\_\_\_

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### RENTAL PACKAGES

**Hourly Rental** - \$30 per hour (2-hour minimum)

**Hour Packages** 10 Hours — \$275                      24 Hours — \$625

#### **Monthly Membership Plans**

Starter Plan — \$599/month

Includes 20 hours

Additional hours: \$27/hour

Growth Plan — \$1,199/month

Includes 40 hours

Additional hours: \$24/hour

Pro Plan — \$2,199/month  
Includes 100 hours  
Additional hours: \$22/hour

### **Optional Storage**

Dry Storage — starting at \$50/month  
Cold Storage — starting at \$75/month  
Freezer Storage — starting at \$85/month

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## **RENTAL TERM & PAYMENT**

Kitchen access is granted **only during scheduled and reserved time slots** confirmed through the reservation system.

Rental fees will be **automatically charged to the credit or debit card on file** for the selected rental package, including any **additional hours, storage fees, or other applicable charges**.

Rental fees include:

- Use of approved kitchen equipment
- Utilities (water, gas, electricity)
- Access to standard shared kitchen tools

Rental fees **do not include applicable taxes or Food Corridor platform processing fees**, which will be added to the total charge.

If payment is declined or cannot be processed:

- Kitchen access will be **suspended immediately**
  - Payment must be **resolved within forty-eight (48) hours**
  - Any **unpaid or unresolved reservations may be cancelled**
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## **BILLING CYCLE**

**Billing Date:** The **5th of each month**

Monthly membership clients will be billed on the **5th day of each month** for their selected plan and any additional usage fees.

Clients who wish to **change their billing date must contact management in advance** to request an adjustment.

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## **AUTOMATIC RENEWAL**

All **monthly membership plans automatically renew each month** on the scheduled billing date.

Membership will continue and the **payment method on file will be charged automatically** unless the client provides **written notice of cancellation prior to the next billing cycle**.

Failure to notify Bailey's Catering LLC before the billing date will result in the **automatic renewal of the membership for the following month**, and the associated fees will be charged accordingly.

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## **MEMBERSHIP CANCELLATION NOTICE**

Clients wishing to cancel a monthly membership must submit **written notice at least fourteen (14) days prior to the next billing date**.

Cancellation requests received **less than fourteen (14) days before the billing cycle** may result in the membership **renewing for the following month and the applicable fees being charged**.

Membership access will remain active until the end of the **current paid billing period**.

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## **REQUIRED LICENSES & INSURANCE**

Prior to using the kitchen, the renter must provide:

- Business License
- Proof of **General Liability and Product Liability Insurance**
  - Minimum coverage: **\$1,000,000**
- Food Handlers Managers Certificate
- Food Handlers Certificate for all employees
- The renter is responsible for obtaining all required local and state health permits.

The policy must list the following as **Additional Insured**:

Bailey's Catering LLC  
681 W. Boughton Rd  
Bolingbrook, IL 60440

Legacy Commercial Property  
2701 Lawrence Ave, Suite A  
Springfield, IL 62704

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# COMMISSARY AND FOOD STORAGE RULES

If Bailey's Catering LLC is listed as the renter's **commissary kitchen**, all food preparation must occur **only at this facility**.

Food prepared in the kitchen must remain stored within the facility until transported to:

- Catering events
- Retail locations
- Farmers markets
- Customers

Food **may not be stored in a personal residence**.

Violation of these rules will result in:

- Immediate termination of kitchen privileges
- Notification to the Health Department
- No refunds

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## USE OF KITCHEN

Renters must supply their own:

- Ingredients
- Utensils
- Towels and cookware
- Cleaning supplies

Personal equipment must be **removed after each use** unless stored in rented storage space.

Kitchen time includes **setup and cleaning**. Renters must vacate the kitchen by the scheduled end time.

Kitchen use **cannot be transferred or shared** with another business or individual.

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## CLEANING REQUIREMENTS

At the end of each rental period, renters must:

- Wash and sanitize all equipment used
- Wipe and sanitize work surfaces
- Sweep and mop floors
- Remove all trash to outdoor dumpsters

Failure to properly clean the kitchen may result in **loss of security deposit or additional cleaning charges**.

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## SECURITY DEPOSIT

A **\$200 refundable security deposit** is required.

The deposit will be returned if:

- The kitchen is left clean
- Trash is removed
- No damage has occurred

If damages exceed the deposit amount, Bailey's Catering LLC may **charge the remaining balance to the card on file**.

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## FACILITY RULES

Bailey's Catering LLC reserves the right to **remove any person whose conduct is unsafe or disruptive**. The following rules must be followed at all times:

- No smoking inside the facility
- No drugs or alcohol permitted
- No animals allowed
- Do not remove equipment from the kitchen
- Do not exceed safe occupancy limits
- No expired food products may be stored onsite

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## LIABILITY

The renter assumes full responsibility for all activities conducted during their rental period.

The renter agrees to **indemnify and hold harmless Bailey's Catering LLC and Legacy Commercial Property** from any claims, damages, injuries, or losses arising from the renter's use of the kitchen.

The renter must report **any accidents, injuries, or property damage** immediately.

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## EQUIPMENT

Kitchen equipment available includes but is not limited to:

- Gas stoves and convection ovens
- Prep tables
- Hobart mixers
- Induction burners

- Sheet pan racks and pans
- Electric griddle and panini press
- Blender and Robo Coupe
- Ware-washing sinks

Equipment availability may vary based on other scheduled renters.

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## ADDITIONAL RENTAL ITEMS

Cambro Insulated Food Transport Containers Rental Fee: \$20 Refundable Deposit: \$100

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## LATE PAYMENT POLICY

All rental fees, membership charges, and additional usage fees must be paid according to the payment schedule associated with the renter's selected package.

If a scheduled payment is declined or remains unpaid:

- Kitchen access will be **immediately suspended** until payment is received.
- A **late payment fee of \$50** will be applied if payment is not resolved within **48 hours** of the original charge date.
- Continued nonpayment beyond **7 days** may result in **termination of this Agreement** and cancellation of all future reservations.

Bailey's Catering LLC reserves the right to **charge any unpaid balances, fees, or penalties to the renter's credit or debit card on file.**

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## PROPERTY DAMAGE LIABILITY

The renter is responsible for any **damage to the facility, equipment, or property** caused by the renter or any individuals associated with the renter during their scheduled rental time.

If damage occurs:

- Bailey's Catering LLC will document the damage and estimate repair or replacement costs.
- The renter authorizes Bailey's Catering LLC to **deduct repair costs from the security deposit.**
- If repair costs exceed the deposit amount, the renter agrees that Bailey's Catering LLC may **charge the remaining balance to the card on file.**

Damage caused by **misuse, negligence, or failure to follow facility rules** may also result in **termination of kitchen privileges without refund.**

# HEALTH DEPARTMENT COMPLIANCE & INSPECTIONS

All renters must comply with the rules and regulations of the **Will County Health Department and the State of Illinois**.

The renter is solely responsible for:

- Obtaining all required food service permits and licenses
- Maintaining safe food handling practices
- Ensuring employees meet certification requirements

If a renter's product requires a **Scheduled Process** (such as acidified or canned foods), the renter must schedule and pass a **Health Department inspection of the processing method** before production begins.

Bailey's Catering LLC may cooperate with health inspectors and regulatory agencies during inspections. If a renter is found in violation of health regulations:

- Kitchen access may be **suspended immediately**
- Violations must be corrected before further kitchen use
- Bailey's Catering LLC is not responsible for any **finances, penalties, or enforcement actions**

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## CANCELLATION POLICY

Renters may cancel scheduled kitchen reservations according to the following terms:

- Cancellations made **48 hours or more before the scheduled time** may be rescheduled without penalty.
- Cancellations made **less than 48 hours before the scheduled time** may result in the loss of that reserved kitchen time.

For monthly membership plans:

- Membership plans require **30 days written notice** to cancel.
- Any unused hours at the time of cancellation **do not roll over or transfer** unless otherwise approved by Bailey's Catering LLC.

Bailey's Catering LLC reserves the right to cancel or reschedule reservations due to:

- Equipment failure
- Facility maintenance
- Safety concerns
- Health department orders

If such cancellation occurs, the renter will be offered **rescheduled time or account credit**.

## TERMINATION OF AGREEMENT

Bailey's Catering LLC reserves the right to **terminate this Agreement immediately** if the renter violates any terms outlined in this contract.

Grounds for termination include, but are not limited to:

- Failure to maintain required licenses or insurance
- Health department violations or unsafe food practices
- Nonpayment or repeated late payments
- Damage to facility or equipment
- Unauthorized use of the kitchen by another party
- Preparing food outside the facility while listing Bailey's Catering LLC as the commissary kitchen
- Conduct that is unsafe, disruptive, or harmful to the facility or other renters

Upon termination:

- All future reservations may be **cancelled immediately**
- The renter must **vacate the premises immediately** if requested
- **No refunds will be issued** for unused rental time
- Any outstanding balances remain due and payable

Bailey's Catering LLC may also terminate this Agreement **without cause with 30 days written notice**.

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## FACILITY ACCESS & KEYCARD POLICY

Access to the kitchen facility is limited to **approved renters and authorized staff only**.

Renters will be issued with an **access code and entry credentials** to enter the facility during their reserved rental time.

The renter agrees to the following access rules:

- Access credentials may **not be shared** with any other individual or business
- The renter is responsible for **all individuals entering the facility under their access credentials**
- Access is permitted **only during scheduled rental times**
  
- Access privileges may be **revoked immediately** if misuse is suspected

Bailey's Catering LLC reserves the right to:

- Monitor facility access
  - Change access codes or security procedures at any time
  - Restrict or suspend access if facility rules are violated
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## **WATER ACCESS & WASTEWATER DISPOSAL (FOOD TRUCKS)**

Food trucks using Bailey's Catering LLC as their commissary kitchen are permitted to access portable water and dispose of wastewater on-site. The renter agrees to the following requirements:

- Fresh, portable water may only be obtained from the designated water source provided by Bailey's Catering LLC.
  - Wastewater (gray water) must be disposed of **only** in the designated mop sink or approved wastewater disposal drain inside the facility.
  - Dumping wastewater in parking lots, storm drains, outdoor areas, or any non-approved location is strictly prohibited.
  - All water use and disposal must comply with Will County Health Department and State of Illinois regulations.
  - The renter is responsible for ensuring that wastewater does not contain grease, solids, or prohibited materials that may damage plumbing or violate health codes.
  - Any spills, contamination, or improper disposal caused by the renter must be cleaned immediately and may result in additional cleaning fees or suspension of kitchen privileges.
  - Bailey's Catering LLC reserves the right to restrict or revoke water access if misuse or unsafe practices are observed.
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## **SECURITY & VIDEO SURVEILLANCE**

For the safety and security of the facility, renters, and equipment, the kitchen facility is **monitored by video surveillance 24 hours per day, 7 days per week.**

By using the facility, the renter acknowledges and agrees that:

- Video cameras are installed in common areas of the facility.
- Recording may occur **at any time, including during rental periods.**
- Surveillance footage may be used for **security, safety, dispute resolution, rule enforcement, and investigation of incidents or damages.**

Renters and their employees, contractors, or guests **consent to being recorded while on the premises.**

Bailey's Catering LLC reserves the right to **review surveillance footage in the event of damage, theft, safety concerns, or violation of facility rules.**

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# AGREEMENT

By signing below, the renter agrees to all terms and conditions outlined in this agreement.

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Renter Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Bailey's Catering LLC Representative:**

Name: Germika Bailey

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Bailey's Catering LLC Owner/CEO:**

Name: Robert Bailey

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



*Bailey's Catering LLC*  
MAKING CONNECTIONS WITH REAL FOOD

**Kitchen 1 Cooking Station 1**

2 Burner Gas Stove & Oven  
1 Full Size Gas Convection Oven  
2 Prep Tables

**Kitchen 1 Cooking Station 2**

2 Burner Gas Stove & Oven  
1 Full Size Gas Convection Oven  
2 Prep Tables

*(if not in use; Priority to Cooking Station 1)*

**Kitchen 1 Baking Station**

1 Full Size Convection Oven  
2 Burner Gas Stove & Oven  
2 Prep Tables  
20 Qt Hobart Mixer  
1 Rolling sheet pan racks  
Sheet pans (*Full size and half size*)

**Kitchen 2 Induction Station**

4 Electric induction burners  
1 Full Size Gas Convection Oven  
1 Rolling sheet pan rack  
2 Prep Tables

**Kitchen 2 Baking Station**

1 Full Size Gas Convection Oven  
2 Prep Tables  
20 Qt Hobart Mixer  
1 Rolling sheet pan rack  
Sheet pans (*Full size and half sizes*)

**Shared use for cooking & baking stations**

3 compartments washing sinks  
12 Gallon Soup Kettle  
Deli Slicer  
5 Quart Kitchen Aid Mixer  
Blender  
36" Electric Griddle  
Electric Panini Press  
Mop sink & Janitorial Supplies for cleaning  
Robo Coupe

**Water Access & Wastewater Disposal (FOOD TRUCKS)**