



# **The Mount Food Centre User Handbook**

**Section 1: Description of Rental Zones**

**Section 2: Reservations, Billing and Payment**

- 1) Inquiries and Reservations**
- 2) Billing, Payment, and Cancellation**

**Section 3: Access and Parking**

**Section 4: Food Centre Use**

**Section 5: Food Centre Cleaning**

**Section 6: Storage**

**Section 7: Food Centre User's Handbook Acknowledgement**

## Section 1: Description of Rental Zones

### Zone 1: Hot and Cold Food Prep – 586 square feet at \$40 per hour

- 2 stainless steel work tables
- 2 compartment sink
- 6 burner gas range
- 24 inch griddle
- 24 inch char broiler
- 2 – 35 pound deep fryers
- 2 – 12 gallon tilting steam kettles
- Convection steamer (up to 3 x 2 ½ " hotels pans each)

### Zone 2: Bakery – 300 square feet at \$40 per hour

- 2 stainless steel work tables
- 20 quart mixer with pastry knife, batter beater and dough hook
- 2 convection ovens with 5 racks each
- Proofer
- Rolling rack

### Zone 3: Café Dining Room – 486 square feet at \$20 per hour

The Café serves all who live, work and visit TMCC. It provides a welcoming space to gather for a meal or a refreshment. Our friendly staff offer breakfast and lunch options, inspired by seasonal and locally sourced products with a homemade feel. The Café area operates Monday to Friday from 8:00 am until 2:00 pm, but is available for rent at other times, including weekends.

**Shared Amenities at No Cost:** commercial dishwasher, variety of small wares, hand and pot sinks, garbage, recycling and compost bins, sanitation and custodial supplies.

#### **Small wares available to reserve for rent (\$5 per hour, per appliance):**

- Food processor
- Meat slicer
- Immersion blender
- Induction burner
- Blender
- Scales

\*Overnight rental times from 11:00 pm until 7:00 am are available to users who have established a good rental record and are primarily longer-term and/or recurring users.

## Section 2: Food Centre Rentals

Before renting at The Mount Food Centre, users must present proof of the following:

- ✓ Food Safety Training Certificate
- ✓ WSIB certificates for employers who rent the food centre
- ✓ Insurance naming TMFC as additionally insured: *“At all times during the term of this License to have public liability insurance coverage to the satisfaction of the Owner and if requested by the Owner to provide the Owner with a certificate of insurance coverage confirming proof of liability insurance coverage listing the Owner as additional insured prior to the commencement of the Event. The limit of liability required of the Licensee is \$1 million per occurrence/\$1 million aggregate. In the event that alcohol is being served during the Event with the potential of more than 250 participants the limit of liability required of the Licensee is \$2 million per occurrence/\$2 million aggregate.”*

### Inquiries and Reservations

If you would like to rent at The Mount Food Centre, please contact:

Joe van Koeverden, Food Centre Manager  
1545 Monaghan Road, Peterborough, ON K9J 5N3  
[FCM@themountpeterborough.ca](mailto:FCM@themountpeterborough.ca)  
705-875-5095

All rentals will be confirmed by email with rental details and estimate of cost.

### Billing, Payment, and Cancellation

**Single Use Rentals:** A 50% non-refundable deposit is required at time of booking. If the booking is two weeks or less away, full payment is required and retained. Final payments must be made at least two weeks before the event in order to keep the booking. Insurance is mandatory and may be purchased through The Mount or provided by the user.

**Recurring Rentals:** At time of booking, a “Licence to Occupy” is to be signed and the first month’s rent (non-refundable) is due. Subsequent invoices will be e-mailed at the beginning of each month for the previous month’s usage and payment is due upon receipt. Insurance is mandatory and may be purchased through the Mount or provided by the user.

**Payment:** we accept cheques made payable to *The Mount Food Centre*, e-transfers or cash.

### Please Note

- Unused rental hours cannot be carried forward
- Kitchen reservations cannot be transferred or exchanged
- HST is applicable to all rentals
- A \$25 fee will be charged for NSF cheques

- A \$50 cleaning fee will be charged if you do not clean the kitchen according to procedure before the end of your rental time.
- **An over-run flat fee** (time used in excess of allotted rental time) **of one hour will be charged at twice the usual hourly rental rate.** Consistent over-runs of time usage will affect future rentals

### **Section 3: Access and Parking**

Users will be given a security code for access to the building.

Users enter The Mount Food Centre through the south entrance.

Breach of security will result in cancellation of the renter's agreement.

Two "15 Minute Parking" spaces are available for temporary parking for users to unload and/or load their vehicles. Longer term parking (for use during the rental time) is available in the east lot. Do not park in reserved spots.

Parking in unauthorized spaces may result in being ticketed or towed.

The Mount Food Centre is not responsible for any damage and/or theft to vehicles.

### **Section 4: Health and Wellness**

**Allergens:** The Mount Food Centre is used by multiple users, and has no food restrictions.

**Personal Health:** The Mount Food Centre is committed to the health and well-being of all those who use our facility and/or those who consume the products made in it. No one with the following symptoms and/or diagnosis will be allowed to work in The Mount Food Centre: diarrhea, fever, vomiting, jaundice, sore throat with fever, lesions on exposed body parts, salmonellosis, shigellosis, Escherichia E-coli, Hepatitis A virus, & Norovirus. TMFC Manager reserves the right to exclude any persons who are not deemed healthy.

**Cooking Procedures:** Peterborough Health Unit Food handling standards for cold and hot foods must be adhered to at all times.

**Use of Equipment:** stationary and portable equipment is to be used according to manufacturers' recommendations. All kitchen equipment must be washed and sanitized before returning to their proper places. Any damage must be reported to the Manager of the Food Centre immediately. Users will be charged the cost of damaged equipment.

**The Food Centre Manager reserves the right to exclude any persons who are not deemed healthy.**

## Section 5: Food Centre Cleaning

Users of The Mount Food Centre facilities are expected to follow all proper sanitation requirements and keep the kitchen in a clean and professional state.

If a user fails to clean the space in accordance with the guidelines on more than 1 occasion, they will not be permitted to use the space until The Mount Food Centre approves the user. Subsequent reservations made by the user will be cancelled and will be subject to the cancellation policy.

### Dishwashing

- Scrape into the trash or compost, pre-rinse any heavily soiled dishes, and follow the standard wash, rinse, & sanitize procedure in the triple sink and the dishwasher.
- Use the triple sink for standard wash, rinse, sanitization of all pots, pans and large equipment.
- Ensure that all glassware, dishes, utensils etc. are scraped and pre-rinsed before loading the dishwasher
- Remove from the drying area and return dishes/utensils to their proper places.

### Sweeping and Mopping Floors

- Sweep and mop the floors in all areas used
- Sweep under and behind tables and equipment
- Use fresh hot water and cleaner provided
- Empty the mop bucket; rinse, ring and hang the mop above the mop sink to drip dry; rinse out the mop bucket and mop sink
- Replace broom and dustbin to the custodial room.

### Wiping Down Equipment

- Wipe down all equipment used by/at the end of the rental
- Always use a clean cloth or steel wool where appropriate; first use soap and water, followed by sanitizer solution.
- Dry with clean towels.
- For equipment that disassembles into smaller parts (i.e. food processor, mixers), wash, rinse, and sanitize the parts. If the stove is heavily soiled, remove the grates and wash in three compartment sink, otherwise wipe down the stove top if used.
- Wipe down walls and splash areas when necessary.

### Waste Management: Containers Outside Service Entry Door

- Put all garbage in the dumpsters at end of rental time and replace trash can liners
- Seal compost bucket and place it in the trash area
- Place recycling in the blue recycling bins.
- Dispose of used cooking oil in designated barrel. Do not pour down sink drains.

## Section 6: Storage

Storage lockers for personal belongings for single day use are available on a first come first serve basis. Users are responsible for providing their own lock, and removing lock and contents before leaving the premises. The Mount Food Centre has the authority to remove lock and contents if left past the duration of the rental time.

No personal items may be stored in the kitchen area at any time.

Users may not store anything:

- ✓ On the kitchen floor during the rental time
- ✓ On the bakers' racks, without prior permission from staff
- ✓ In The Mount Food Centre equipment.

The Mount Food Centre is not responsible for lost or damaged items.

At this time there is no long term storage for any food and/or equipment items.

# The Mount Centre User's Handbook Acknowledgement

Company Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Brief Summary of Business: \_\_\_\_\_

\_\_\_\_\_

By my signature below, I confirm that I have read and received a copy of The Mount Food Centre User Handbook.

I understand that it is my responsibility to comply with the policies contained in the handbook as a condition of my use of The Mount Food Centre.

\_\_\_\_\_  
User's Name: Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Food Centre Manager: Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date