Sheet'ká Kwáan
Cottage
Industry
Development
Center

Sitka Tribal Enterprises (STE) Commercial Kitchen and Classroom Rental
4608 Halibut Point Road, #B, Sitka, Alaska
Customer Reservation Information

Organization/DBA:_____

Responsible Person:_____

Mailing Address:_____

City:_____ State:_____ Zip: _____

Email:_____ Phone: _____

Government Agency Tax Exempt Number: _____

2024 Commercial Kitchen Rates:

An additional refundable $200 deposit + tax (cleaning/damage deposit) is required for all rates. Reservations are based on availability, first come first serve. Cleaning is the renter's responsibility within their rental time.

Half Day Rate (4 Hours): $100 per half day + tax
Choose between 6am-11am or 1pm-6pm

Full Date Rate (9 Hours): $200 full day + tax
Choose hours between 6am – 6pm

Weekly Rate (7 days): $1,300 week + tax
Sunday-Saturday, hours between 6am-6pm.
Includes one locker rental (based on availability)

Kitchen equipment included in the Commercial Kitchen Rental: 10-burner propane gas stove with 2 ovens, 10-tray convection baker's oven, commercial freezer, commercial refrigerator, walk-in cooler, commercial microwave, high temperature dishwasher, 2 stainless prep tables, 1 stainless 3-sink with sprayer and basic utility cleaning equipment.

Small appliances (reserve in advance): Immersion blender, 10-quart kitchen aid mixer, commercial vacuum sealer and commercial grinder.

Additional Short-Term Rentals and Rates:

Based on availability, first come first serve. An additional refundable $200 deposit is required for all rates.

Prep Table Only: $15/hour + tax (no electricity included)

Walk-In Cooler: $20/day + tax (based on availability, first come, first serve).

Storage Locker: $5/day + tax (based on availability, first come, first serve).

Classroom: $35/4 hours + Tax (based on availability, first come first serve).
21' x 36 ' – Capacity 20. Can be used for trainings, meetings or small gatherings.
Limited tables and chairs are provided.

PLEASE NOTE: All fees will have the current sales tax added to the total cost.

Payment Information

◯ Visa ◯ Master Card ◯ Credit Card ◯ Debit Card

Credit/Debit Card Number:_____

Name on Card: _____

Expiration Date: _____ Security Code: _____ Billing Zip Code:_____

Signature: _____Date: _____

By signing this, you agree to the terms and conditions listed in the Sitka Tribal Enterprises (STE) Commercial Terms and Agreement.

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Sitka Tribal (STE) Commercial Kitchen Customer Reservation information

Type of Activity (Check One):

Caterer/Personal Chef (baked goods)
Farmer, Adding Value to Produce (bagged vegetables, apple slices, etc.)
Specialty Food Producer (frozen)
Specialty Food Producer (canned/jarred product)
Specialty Food Producer (refrigerated product)
Herbal Products for Human Consumption
Herbal Products for Topical Use (dried products)
Other (please describe) _____

Kitchen Equipment Used:

☐ 10 Burner Propane Gas Stove with 2 Ovens
☐ Bakers Oven
☐ Freezer
☐ Refrigerator
☐ Microwave
☐ Walk-in Cooler
☐ Storage Locker

Reservation Dates based on availability (first come first serve).

Date	In	Out	Hours		Date	In	Out	Hours

For Office Use Only

Total amount owed: _____ Refund Amount:_____

Security Deposit: _____ Authorized by:_____

Sitka Tribal Enterprises (STE) Commercial Terms and Agreement

This is a rental agreement for use of a commercial kitchen owned by the Sitka Tribe of Alaska, operated by Sitka Tribal Enterprises. The facility is located at 4608 Halibut Point Road Sitka, Alaska 99835. The purpose of the space is to provide small scale operators of cottage food industries with a commercial kitchen that meets or exceeds the State of Alaska applicable health and safety standards. All products created in the kitchen are products totally under the control of the renter and not under the control, warranty, or authority of the Sitka Tribe of Alaska. This agreement is intended to create a short-term commercial landlord/tenant relationship for the term reflected in this agreement; this not a business agreement or partnership between the parties.

The term of this agreement shall be for the dates and times requested in the attached application. The renter shall pay to Sitka Tribal Enterprise the rental amount of $_____, which will be paid at the time of reservation. This rental amount includes basic kitchen rental, utilities, and equipment usage. If for any reason the credit card being charged is declined, renter will be notified immediately and must immediately provide an alternative form of payment. Access to the kitchen will be restricted until a working credit card has been supplied. After 48 hours, any reserved kitchen time may be cancelled if no alternate payment method is supplied.

• The kitchen is a shared use facility, equipped with commercial stoves, ovens, sinks, refrigerators, freezer tables, dry and cold storage, and other food preparation equipment. The STE shall maintain the kitchen in a sanitary and orderly state and ensure that all equipment available to the renter operates to all applicable health and safety standards. It is the renter's responsibility to furnish all small wares needed for their food process. It is also the renter's responsibility to ensure that the kitchen is left in a sanitary and orderly state at the end of the rental period.

• There is a ZERO TOLERANCE policy regarding signed commissary agreements with our kitchen. If a renter is found to be cooking from home or in any other kitchen while claiming to any entity to be working from the STE Kitchen, they will immediately be banned from further kitchen use and any health department that holds a signed commissary agreement from us will be notified. No refunds will be given.

• The renter shall furnish their own food, spices, bowls, utensils, towels, pots and pans necessary for their process. When processing is completed for the day, renter must remove their equipment from the kitchen or store it in a rented storage space in the kitchen. All stored items must be properly washed and sanitized.

• Renter shall procure and maintain the appropriate food service licensing from the Health Department and/or the State of Alaska. A copy of the license must be provided to the STE Kitchen prior to your first rental date. The renter shall be solely responsible for any fines or fees levied by the Health Department or the State of Alaska related to their activities in the kitchen.

• 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 related to your rental time. The STE Kitchen 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.

• Under no circumstances shall the renter allow any other organization or individual to use the kitchen for the period which the renter has contracted. This means no assignment or sub-rental agreements are allowed. Renters are not allowed to swap kitchen time with other renters.

• A refundable **security deposit in the amount of $200** has been deposited by the renter with The STE Kitchen. The security deposit will only be returned to the renter if the kitchen is returned in the same condition as it was received. The kitchen and rented areas must be clean and have trash removed upon final inspection before any/all portion of the security deposit will be returned. If damages are made to the property and the repair costs exceed the paid security deposit, the STE reserves the right to charge the additional expenses to the renter's credit/debit card on file.

• Renter agrees to abide by the following rules, and agrees that upon violation of said rules, The STE Kitchen has the option to terminate this rental and demand that the tenant immediately vacate the premises.

1. No furniture or equipment shall be removed from the premises unless it has been rented.
2. Renter shall not admit a larger number of individuals that can lawfully, safely, and freely move about the facility.
3. Smoking is not permitted in the facility.
4. Animals are not permitted in the facility. There is a zero tolerance for any animals, no matter how well trained, infirm, gentle or docile.
5. All trash in and about the facility must be removed on a daily basis and placed in trash receptacles located outside the building. Renters must follow instructions for bear security purposes. Failure to follow bear safeguards and subsequent bear intrusion will result in STE passing any City fines onto the Renter. Renter will have responsibility for immediately cleaning up any waste that is strewn about by any bear.
6. If you are storing products or ingredients for products in the facility, you must rent a storage space and check your stock for current dates. All products and ingredients must have a clearly visible expiration date and open date. **NO EXPIRED DATES** allowed on premises.
7. Rental time begins at the scheduled start time and ends at the scheduled stop time. All set up and clean up must be completed within this time frame. You must be vacated from the rental space by the scheduled end time.
8. All production and activity in the facility must be legal under state and federal law. Production of products and use of ingredients containing marijuana, CBD or other marijuana derivatives is prohibited. This is a ZERO TOLERANCE policy. This Agreement will the terminated immediately with no refunds available upon discovery of any violation of this term.

Indemnification and Liability

Renters shall indemnify, defend, and hold harmless STE from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injury to any person or persons or damage to property arising out of or in any way connected with renter's use of the kitchen.