

JUNIOR LEAGUE OF LITTLE ROCK  
401 SCOTT STREET, LITTLE ROCK, AR 72201  
(501) 375-5557

## KITCHEN USE POLICY AND CONTRACT

Caterer's Name (or Lessee's Name if Individual is renting the kitchen):

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ between the Junior League of Little Rock, hereinafter called the Lessor, and the Caterer or Lessee listed above.

The purpose of this Agreement is to set forth the conditions set up by the Junior League of Little Rock in regard to the use of its kitchen by Caterers, members or Lessees and their assignees:

1. Use of the kitchen includes the following:

Gas Oven and Range	Convection Oven	Microwave Oven
Refrigerator Space	Freezer Space	Large Trash Cans
Heating/Proofing Cabinet	Sinks and Disposals	

2. Use of the kitchen does not include the following:

Automatic Dishwasher	Plate ware or Silverware	Baking Trays
Coffee Urns	Chafing Dishes	Utensils
Access to Supply Pantry	Dish Racks	China / Dishes

**\* Please note that you are required to bring everything necessary to prepare your food in the preparation, cooking, serving and storing process.**

3. Caterer / Lessee shall be responsible for cleaning the kitchen, including wiping off any spattered food or cooking grease, sweeping and wet-mopping the floor, wiping the counter tops, and keeping trash sacks in all trash cans during use, and removing the trash from all garbage containers as well as old food from the refrigerator and freezer and placing it in the dumpster. Caterer/ Lessee shall complete the Checklist for Kitchen Clean Up at the end of the use of the kitchen and shall guarantee that all items on the checklist have been completed. In the event that a Caterer / Lessee fails to complete all of the items on the Checklist for Kitchen Clean Up, such Caterer / Lessee may be charged the greater of (a) the cost of cleaning or (b)\$50. Failure to clean and/or pay for the cost assessed may result in loss of all future Catering / Lessee privileges, at the discretion of JLLR.

4. Caterer / Lessee shall be responsible for any damage to the property of JLLR. Any damage to the property of the JLLR shall be billed directly to the Caterer / Lessee.

5. Caterer shall carry at least \$1,000,000 in general liability insurance. Caterer shall furnish the JLLR with a certificate of insurance. The Junior League of Little Rock must be named as a certificate holder of the policy and listed as an additional insured on the policy. If alcohol is being brought on the premises, caterer shall provide proof of liquor liability coverage. The Junior League of Little Rock must be named as a certificate holder of the policy and listed as an additional insured on the policy. Such insurance shall be primary and shall waive all rights of subrogation against Lessor.

6. Caterer shall provide to the JLLR a copy of current Business License and Health Department Certificate.

7. Caterer / Lessee agrees to defend, indemnify and hold harmless the JLLR from any lawsuits, causes of action, claims, liabilities or damages including but limited to attorney's fees and costs, property damage or personal injuries, including death, to themselves, guests, invitees, employees, agents, contractors, arising from or growing out of use of the kitchen.

By their approval below, the Caterer / Lessee(s) acknowledge that they have read the above and agree to use the JLLR's kitchen other premises in accordance with the rules and regulations outlined above and in the Rental Agreement.

Catering Company:

Contact Person: \_\_\_\_\_

Date \_\_\_\_\_

# CHECKLIST FOR KITCHEN CLEAN UP

- \_\_\_\_\_ 1. Wipe off all table top surfaces. Use only mild detergent or soap and water; no abrasive cleaners or materials should be used.)
- \_\_\_\_\_ 2. Wipe off any food spatter or cooking grease on appliances and other surfaces such as walls and or floor.
- \_\_\_\_\_ 3. Sweep floor (please use broom located in kitchen).
- \_\_\_\_\_ 4. Wet mop floor (mop and bucket are located in kitchen).
- \_\_\_\_\_ 5. Please empty out bucket, place mop in the bucket and return to its place along east wall).
- \_\_\_\_\_ 6. Place all garbage in trash bags (additional trash bags are located in lower left-hand cabinet in kitchen).
- \_\_\_\_\_ 7. Take all garbage and ALL food items to the dumpster located in the south JLLR parking lot.
- \_\_\_\_\_ 8. Remove any food from the refrigerator and freezer.
- \_\_\_\_\_ 9. Run disposal and make sure no food is left out to attract bugs, insects or rodents.
- \_\_\_\_\_ 10. Wipe out the microwave oven of any spatter.
- \_\_\_\_\_ 11. Return all cords and equipment (rolling carts etc.) to original location.
- \_\_\_\_\_ 12. All dishes and stemware must be picked up by the rental company at close of event.
- \_\_\_\_\_ 13. Make sure all appliances are off and report any malfunction to the JLLR immediately.