



Foodwise Kitchen Rental FAQ

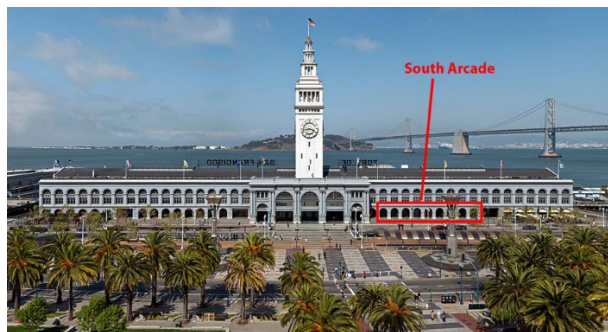
Who is Foodwise?

Foodwise is a nonprofit organization whose mission is to grow thriving communities through the power and joy of local food. Foodwise educates urban consumers about sustainable agriculture and creates links between urban dwellers and local farmers. Our educational initiatives are centered on food and take place in our kitchen in the Ferry Building.

In line with our mission, we operate the Ferry Plaza Farmers Market and Mission Community Market in San Francisco, and make our kitchen space at the Ferry Building available to rent for private events.

What is the Foodwise kitchen space like?

Our kitchen and arcade is 2,850 square feet located in the Ferry Building's sheltered outdoor space under the archways, facing the Embarcadero near Market Street. The event area is approximately 150' x 15' and features numerous photomurals about sustainable agricultural practices that house our mobile kitchen equipment behind them.



Who can use the kitchen?

The facility is ideal for private cooking demonstrations, hands-on classes, tasting events, small parties and receptions, and other food-centered events. It is also ideal for caterers using the Grand Hall or the South Plaza as a main event space which need "back of house" kitchen and staging space. The kitchen is not a commissary kitchen, where food is prepared and taken offsite.

How many people can the space accommodate?

80 people hands-on class or seated or 150 people standing reception

When is the kitchen available?

The kitchen is generally available seven days a week, except during Ferry Plaza Farmers Market hours (6:30 AM – 3:30 pm on Saturday, Tuesday, and Thursday). You can refer to the “Foodwise Kitchen Rentals” Google calendar at this link for availability. Please contact us at kitchenrentals@foodwise.org or 415-291-3276 for availability or more information.

Can I use my own caterer?

Yes. Foodwise does not have a preferred caterer list but can make recommendations if needed. Your caterer will have to coordinate use of the kitchen with Foodwise.

If I’m an event planner or caterer, can I book the space on behalf of my clients?

Yes. We’ll ask you to tell us the name of the client and confirm your authorization to book on the client’s behalf. Both you and your client will be responsible for carrying out the event in accordance with the terms of our contract.

Can my caterer and I visit the kitchen before reserving?

Yes, this is highly recommended especially if you or your caterer will be using the space for the first time. Please contact us at kitchenrentals@foodwise.org or 415-291-3276 to arrange for a guided site visit.

How do I reserve the kitchen?

Reserve the space with the following steps:

1. Check the “Foodwise Kitchen Rentals” Google calendar at this link for availability.
2. Contact us at kitchenrentals@foodwise.org to request your date(s) and the required event questionnaire.
3. Complete the short questionnaire with information about your event and email to us.
4. If we can accommodate you, we’ll send you a contract for your signature, with an expectation that you’ll sign it within five business days.
5. If someone else has already requested, but not reserved, the date and time you want, we will put you on a waitlist. We’ll then notify the other party. If they do not sign the contract and make the initial payment within two business days, then we will cancel their hold and offer the space to you. In that case, you have one business day to sign our contract and make the initial fee payment. If you don’t, then we may open the date back up to the original requester or to others.

By when do I need to reserve the kitchen?

Foodwise requests that you reserve the space no later than 4 weeks prior to your event. However, you are free to request a reservation of the space closer to the event if the space is available.

How much does it cost to rent the kitchen and when do I pay?

The base fee to use Foodwise’s kitchen depends on several factors as indicated in this table:

| Item | Day (before 4 pm) | Evening (5-10 pm) |
|--|-------------------|-------------------|
| Full Use Base Fee – individuals & for-profit | \$1,100 | \$1,200 |
| Full Use Base Fee – non-profit (25% discount) | \$825 | \$900 |
| Limited Use Base Fee – use of space, water and electricity only, no other kitchen equipment or appliances – individuals & for-profit | \$900 | \$1,000 |
| Limited Use Base Fee -- use of space, water and electricity only, no other kitchen equipment or appliances – 501(c)3 non-profit (25% discount) | \$675 | \$750 |

Non-profit renters qualify for the non-profit discount only with proof of their 501(c)3 status.

100% of the base fee and estimated additional fees (see next section) must be paid when you sign the rental contract to reserve the kitchen, and the balance is due no later than 10 days before the event.

Are there any additional fees?

Yes. Foodwise charges fees for extra time or services as shown below:

| Item | Fees |
|--|---|
| Site Manager (required) up to 8 hours | \$25/hour |
| Site Manager (required) after 8 hours | \$37.50/hour |
| Site Manager (required) – 2 hours: 1 hour each for set up and closeout | See above fees |
| Site Manager transportation if leaving at 11:30 PM or later (required) | \$20 |
| Dedicated Security Guard, per guard (optional, minimum 4 hours) | \$250/first 4 hours, \$60/additional hour |
| Additional hour after 10 pm | \$150/hour |
| Square credit card service fee (optional) | 2.9% + \$0.30 |

These additional fees, as applicable, will be estimated and charged before the event.

What can I expect from the site manager?

The site manager will help you use the kitchen space in accordance with the terms of our contract. The site manager is not responsible for supporting your event through activities such as load-in, set up, cleaning, load-out, staffing, dishwashing, etc.

Is there a required security deposit?

Yes. Users must put down a \$500 security deposit with either a check payable to Foodwise or via Square payment. We will deduct from the deposit for any damage to the facility or equipment, additional cleaning charges resulting from your event, or other unpaid amounts, and invoice you for amounts exceeding the deposit. If there are no damages or other charges, we will return the full security deposit after the event. Alternatively if your company plans to use the space multiple times during the calendar year, Foodwise will hold the security deposit through the end of the calendar year and refund it in early January of the following year if there are no damages or charges.

What if I am reserving through Peerspace?

If you found our kitchen rental space through the Peerspace platform, then you will still need to sign our contract. Kitchen use, delivery logistics, security deposit, insurance, liability, and other requirements are covered in our contract, while payment and cancellation are covered in the Peerspace terms and conditions.

What if I regularly hold events in the kitchen space?

If you're a caterer, event planner, or other person who regularly holds events in our kitchen space, we're more than happy to talk with you about putting in place alternative billing, security deposit, logistics, and other arrangements consistent with your use and history here. Please contact us at kitchenrentals@foodwise.org or 415-291-3276 if you'd like to explore such arrangements.

Is there parking?

There is no parking available at the Ferry Building. ProPark manages the closest parking lot at Washington and Embarcadero. Validation is available at \$4/hour for the first two hours, and \$8/hour thereafter.

Can we have music during the event?

Yes, but subject to limitations. Recorded music, at an ambient background volume level only, is allowed for events taking place after 5 pm. You may neither play recorded music before 5 pm nor have live music or entertainment at any time.

What if I need to cancel?

Our cancellation policy is as follows:

- If you cancel an event 15 or more days before the scheduled event, you pay a \$100 cancellation administrative fee.
- If you cancel 5-14 days before the scheduled event, you pay 25% of the base fee.
- If you cancel fewer than five days before the scheduled event, you pay the full amount of the base fee.

In each of these cases, we will apply against the applicable amount any base fee payments you've already made to us, and refund amounts to you as appropriate. For example, if the base fee is \$1,000, you've made the initial 50% payment (\$500), and you cancel 12 days before the event, we'll refund you \$250 -- the difference between your initial payment (\$500) and the 25% of the base fee (\$250) due for cancellation in that time frame. In addition, we will return the security deposit, if any, upon full payment of the required fees. There are no cancellation fees if you cancel before signing the contract.

Can Foodwise cancel the event?

Yes. We may cancel an event if you don't make the security deposit, pay the fees, provide proof of insurance, or obtain needed permits on the time frames set out in the contract. We may also cancel or reschedule an event if we believe conditions are unsafe. You will receive a full refund if Foodwise cancels your event.

Do I need to get insurance?

Yes. You must have insurance, naming Foodwise Community (1 Ferry Building, Suite 50, San Francisco, CA 94111) as an additional insured, with a minimum of a \$2 million aggregate limit and a \$1 million occurrence limit. If you serve alcohol, you must also obtain liquor liability insurance with at least \$1 million in coverage.

If I plan to serve alcohol in the Foodwise kitchen and arcade, what else do I need to do?

If you are serving alcohol in the Foodwise kitchen and arcade, you must obtain an alcohol permit for the event. It is your responsibility to get any necessary alcohol permits and to furnish Foodwise with a copy of permits before the event. We can give you contact information for both alcohol and any needed fire permits. Obtaining those permits is your responsibility and at your expense.

If you are serving alcohol only in the Grand Hall, alcohol permits and liquor liability insurance are not needed for this space.

How is the kitchen equipped?

For limited use, refer to the "Equipment List for Limited Use" below. For full use, refer to the "Equipment List for Full Use" below.

Do I need to bring any kitchen supplies?

Yes. We do not provide any of the following:

- Small appliances
- Small wares, knives, and hand tools
- Paper towels, towel holder, or cloth side towels
- Duct and electrical tape
- Outdoor grade or heavy duty extension cords
- Ladder
- Lighters for propane cook tops
- Table linens
- Glassware
- Dinnerware
- Serving pieces

Does Foodwise supply any cooking ingredients?

No, but we encourage you to buy your ingredients at our farmers market. Please let our kitchen coordinator know if you wish to shop our market for your event.

Thank you for your interest in the kitchen and in supporting Foodwise.

Equipment List for Limited Use

| Type | Nature and quantity available |
|--|--|
| Cleaning supplies | <ul style="list-style-type: none">• 3-Part sink with spray nozzle• Prep sink• Hand sink |
| Electrical outlets and supplies | <ul style="list-style-type: none">• (2) 20-Amp -- 120 Volt outlets• (2) 20-Amp -- 220 Volt outlets |
| Other items | <ul style="list-style-type: none">• (14) pairs of Stanchions, 6' lengths• Coat rack with hangers and top shelf for bags & purses• Wheeled cart |

Equipment List for Full Use

| Type | Nature and quantity available |
|--|---|
| Work surfaces | <ul style="list-style-type: none"> • (3) Stainless-steel pentagonal stove-top pods with 6 burners each (propane) • (5) Stainless-steel prep tables , 2'W x3'L (4 mobile, 1 stationary) |
| Ovens and refrigerators | <ul style="list-style-type: none"> • (1) 32" Dacor convection oven (electric) • (1) 28" Dacor convection oven (electric) • Microwave oven • (1) Lowboy refrigerator (Note: shared use, but limited space available) • (2) Upright refrigerators (Note: shared use, but limited space available) |
| Cleaning supplies | <ul style="list-style-type: none"> • 3-Part sink with spray nozzle • Prep sink • Hand sink • Dishwashing liquid, cleansers, and sanitizer • Trash bags • (5) Trash/landfill slim jims for "back of house" usage • (1) Compost slim jim for "back of house" usage • (1) Recycle slim jim for "back of house" usage • (4) Compost buckets for guest usage • Broom and dustpan • Mop and bucket • Mats for bar and prep areas |
| Electrical outlets and supplies | <ul style="list-style-type: none"> • (2) 20-Amp -- 120 Volt outlets • (2) 20-Amp -- 220 Volt outlets • (2) 20 ft. Extension cords • (1) Surge protector/power strip |
| Table, chairs and other items | <ul style="list-style-type: none"> • (4) Banquet tables, solid plywood top, folding legs, 6'L x 30"W x 29"H (seats 8) • (3) Conference/beverage tables, Formica top, folding legs, 6'L x 18"W x 29"H (seats 3) • (5) Sets of 4, 6" leg extensions for tables above, making them "bar height" • (3) Prep tables, plastic top, folding legs 6'L x 30"W x 29"H • (4) Round "kiosk" or "cocktail" tables, 30"D x 42"H • (40) Black, wooden folding chairs, padded • (14) pairs of Stanchions, 6' lengths • Coat rack with hangers and shelves for bags & purses • Wheeled cart |