



GETTING STARTED

Membership Types and Rates

Pay-As-You-Go Membership (flexible scheduling)

Our Pay As You Go Memberships are best suited for vendors who will only be needing the kitchen a handful of days per month and want flexibility with reservation times. With this membership, you'll receive a login to our scheduling website for booking workstations during times that are convenient for you. This plan has a **\$500 monthly minimum** fee, and any workstation time booked is applied toward your monthly minimum. The reservation costs below are for 1 workstation reservation (our workstations accommodate 2 people max). Shelving is rented separately.

TIME PERIOD	HOURS INCLUDED	DAY RATE
Morning (a 9-hour shift that <u>starts</u> between 4AM-12PM)	9 hours	\$100
Afternoon/Eve (a 9-hour shift that <u>starts</u> between 12-9PM)	9 hours	\$80
Graveyard (a 6-hour shift that <u>starts</u> between 9PM - 3AM)	6 hours	\$60
Any 24-hour period	Any 24 hour period	\$200

Monthly Membership (set weekly schedule)

Our Monthly Memberships are best suited for vendors who want to have a set weekly schedule. With this membership, you can reserve 1 to 7 days per week, and will receive automatic bookings. The monthly costs below are for 1 workstation (our workstations accommodate 2 people max). Shelving is rented separately.

TIME PERIOD	MONTHLY cost <i>based on number of days per week</i>						
	1 day	2 days	3 days	4 days	5 days	6 days	7 days
Morning: any 9-hour shift that <u>starts</u> between 4AM and 12PM)	\$630	\$740	\$850	\$960	\$1,070	\$1,180	\$1,290
Afternoon/Eve: any 9-hour shift that <u>starts</u> between 12PM and 9PM)	\$540	\$620	\$700	\$780	\$860	\$940	\$1,020
Graveyard: any 6-hour shift that <u>starts</u> between 9PM-3AM)	\$350	\$400	\$450	\$500	\$550	\$600	\$650
24/7	\$1,170	\$1,360	\$1,550	\$1,740	\$1,930	\$2,120	\$2,310

Shelving Rates (monthly)

Shelving Type	Shelf	Rack
Dry Storage Shelving	16" x 35" - \$35 per shelf	\$150 per rack
Refrigerator Shelving	2' x 2' shelf = \$60 2' x 3' shelf = \$90 2' x 4' = \$120	Varies depending on rack size
Freezer Shelving	2' x 2' shelf = \$80 2' x 3' shelf = \$120 2' x 4' shelf = \$160	Full racks not available

What's Included in our Membership

We do our best to include as much as possible in your monthly membership. Whether you have a Monthly Membership or a Pay-As-You-Go Membership, you'll enjoy:

- Use of all common kitchen equipment such as ovens, stoves, tilt skillet, sinks, carts, etc.
- Free Wifi, computer access, and printing
- Free coffee, tea, and filtered water
- Utilities including trash, recycling, compost, water, gas, and electric
- Alarm and key access 24/7
- Load in/out access

Please note that a maximum of 2 employees may work at the kitchen per station reservation to avoid overcrowding.

What's Not Included in Our Memberships

- Shelving (current prices listed above)
- Towel service (pricing is \$3.00 for 10 towels / 30¢ per towel)
- On-site, all day parking (however, there is free all-day street parking available)

How to Move Forward with a Membership

We hope that once you've explored your commissary options, you feel that Seattle Commissary is the right fit. Here are the steps to take to get ready for your Seattle Commissary Kitchen membership!

1. **Pay Application Fee.** If you're ready to move forward with us, the first step is for you to send us a \$100, non-refundable application fee. You can send this to us via Zelle using your personal banking app or the [Zelle Pay App](#) at: info@seattlecommissary.com.
2. **Complete New Member Information Questionnaire.** Once you pay your \$100 application fee, we will send you a questionnaire by email called **New Member Information Form**. This form will collect basic info so we can put together your membership agreement, such as:
 - Desired location (Marginal, Stadium or International)
 - Membership type (Pay-as-You-Go or Monthly Membership)
 - What TIME of day (morning, afternoon/evening, or graveyard)
 - Number of days per week that you want to use the kitchen
 - How many SHELVES or RACKS you want to rent month-to-month, including DRY, FRIDGE, and FREEZER.
 - Whether you'll be wholesaling or retailing (or both). Wholesalers follow the WSDA process, and retailers follow the King County Health Department process.
3. **Sign Agreement & Pay Initial Invoice.** Once we receive your completed New Member Information form, we will send you a **month-to-month membership agreement** via

HelloSign that is customized to the plan you've asked for. We will also send you an **invoice via Quickbooks** for you to pay from your bank account. **Your first invoice will include first month's fees, last month's fees, and deposit. Your deposit is equal to your monthly fees (minimum deposit of \$500).**

4. **Complete Paperwork.** Once you've signed your membership agreement and paid your first invoice, we will send you an email with instructions about final steps, including a list of paperwork that we need, apps to download, and instructions for your health permit application. The email will contain links to access a copy of the kitchen floor plan and if applicable, either the King County Shared Use Commissary Kitchen agreement, or the WSDA Sanitization Schedule, which will help you along with your health permit application. Please start sending us the paperwork we request right away. You will also get a link to schedule a New Member Orientation.
5. **Obtain Health Department or WSDA Permit.** The final step is to obtain your health department permit. Once you've done that and completed everything requested in Step 4, you're ready to start prep!

If you do not yet have business insurance, please contact our agent for the best rates:

Shari Lofquist @ C Don Filer Agency
(206) 545-4800 or slofquist@filerinsurance.com

If you have any questions along the way, we are happy to help you! Just send us an email at info@seattlecommissary.com or call us at (206) 451-7323.