



HALIFAX BREWERY MARKET 2025
KITCHEN USE
GUIDELINES

KITCHEN RENTAL AGREEMENT 2025 (RENTERS)

Halifax Brewery Market is a gathering place where guests can find farm-fresh food, culinary treats and beautiful handicrafts. It is the ideal spot to celebrate all Nova Scotia has to offer. Halifax Brewery Market is located in the historic Alexander Keith's Brewery Square, across from the world famous Halifax Waterfront.

Our shared-use, licensed commercial kitchen space is available outside of market hours for use by small businesses and entrepreneurs looking for affordable options for food preparation. The following guidelines are put in place to maintain a safe space for all users. Strict adherence to these guidelines reflects the importance of the kitchen island space to the livelihoods of our community and the cooperative itself.

OUR COMMITMENT

The Halifax Brewery Farmers Market Cooperative will maintain the kitchen in a sanitary and orderly state and ensure that all equipment available to the renter (detailed below) operates to all applicable health and safety standards. We will ensure smooth operations through the employment of a Kitchen Manager.

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.

Our kitchen is a shared space so common allergens are often used in the kitchen. As folks are required to bring their own equipment, cross contamination is low, but not guaranteed. Please make sure all team members and participants are aware of this.

GENERAL GUIDELINES

In making use of the kitchen space, users agree to:

- Respect that the kitchen is a shared space. The kitchen will be clean and clear upon arrival and it is expected that it will be left the way it was found.
- Practice safe food handling including proper use of the triple sink. Please ask a market staff member if you are unclear of how this should be done.
- Turn off lights & fans when you are finished in the space. Controls can be found on the North wall of the inner block of the kitchen.
- Please be mindful that if you are generating excessive smoke while cooking you may set off the fire suppression system in the kitchen. When the system is set off, all electricity in the kitchen will be shut off, and a fire suppressant will be released. Anyone found to be misusing the kitchen and setting off the fire suppression system will be charged the full cost of its reset.
- Report any personal injuries or property damage during the renter's use of the kitchen.

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- Hold a current Food Handler's Certificate from the government of Nova Scotia and have submitted a copy to the market's management.

Due to the limitations of our small not-for-profit cooperative, the frequent use, and the shared nature of the space, the Halifax Brewery Market maintains strict regulations in the kitchen island. There is no tolerance for inappropriate behaviour or disrespectful use of the kitchen space. We expect occupants to go above and beyond in maintaining a clean shared space for everyone. Anyone who is unwilling or unable to follow these guidelines will not be permitted use of the kitchen.

EQUIPMENT AVAILABLE FOR USE

- Licensed commercial kitchen prep area
- 3-compartment sink
- Soap, sanitizer, hot water
- 2 handwashing sinks
- 2 ovens (each with working stove tops and conventional ovens)
- Power outlets

GARBAGE ROOM

The garbage room is located down the South hallway (utility corridor) that connects to Lower Water St. The key fob is hanging on a hook by the South double doors. Please be sure it is returned after you are finished.

Waste should be sorted appropriately: garbage, recyclables, paper and organics. Please take all waste to the garbage room at the end of your kitchen rental. Waste is not to be dumped in customer garbage bins.

GREASE DUMPING

As with all other waste, grease (i.e. fats and oils) should be collected separately throughout the day and disposed of in the grease barrels located in the garbage room.

Because of the enormous cost of cleaning the grease traps or unclogging handwashing sinks, kitchen users disposing of grease in the sinks or inadequately scraping dishes will be charged \$100 per infraction. On the third infraction, permission to use the kitchen will be revoked.

TRIPLE SINK

In order to keep the communal dish washing area clean and food safe, all renters should follow standard triple-sink use. [How to use a triple sink](#) Please pay particular attention to following correct procedures, including:

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- Be sure the dish water is hot and soapy.
- The sanitize sink will not be used for anything but sanitizing and should be filled and diluted to the ratio displayed by the sink. Dishes must soak for two minutes in the sanitizing solution for it to be effective. Dishes must air dry (not be towel dried) for the sanitizing solution to be effective.
- There should be no food in the rinse and sanitize sinks.
- Remember to drain and clean out sinks when you are finished using them.

FIRST-AID KIT

A standard first-aid kit can be found on the South wall of the inner block of the kitchen, directly opposite the triple sink.

RENTAL PROCEDURE

1. Read through these guidelines and complete the inquiry form below.
2. Ensure any required NS Health permits are acquired and submitted to market staff.
3. Schedule kitchen usage time(s) and pay fees. *Please remember that the full rental (including setup, cleanup and breakdown) must be completed within the contracted rental time.*
4. Walk-through the space with the kitchen manager and complete the orientation package.
5. Get cooking!

CANCELLATION POLICY

The renter must notify Halifax Brewery Market of cancellations via email to ***kitchen@halifaxbrewerymarket.com***

- When canceling within 24 hours of your rental date and time, a cancellation fee of 50% of your booking total will be incurred.
- If you are canceling with more than 24 hours notice, no cancellation charge will be incurred.

Extenuating circumstances will be reviewed on a case-by-case basis. Staff will make every effort to move your rental dates to ensure no loss of deposits.

METHOD OF PAYMENT

Payment must be made at the time of booking via e-transfer, cheque, or cash.

Cheques can be made out to ***Halifax Brewery Farmers Market Cooperative***.

E-transfers can be made to ***payments@halifaxbrewerymarket.com***.

COMMERCIAL KITCHEN RENTAL FEES

All rates must include complete setup and teardown. Rates do not include GST/HST.

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HOURLY RATE	HOURLY RATE PACKAGE	RECURRING RATE/ WEEKLY	RECURRING RATE/MONTHLY
<i>One (1) Hour Rate</i>	<i>Four (4) Hour Package</i>	<i>Four (4) hours/ week, recurring package rate</i>	<i>More than four (4) hours/week, recurring package rate</i>
\$32.00 /hour	\$125.00/package	\$480.00/month	\$500.00/month

GENERAL BREWERY MARKET RENTAL INFORMATION

- The renter will need to provide proof of insurance, with a minimum of 2 million in general liability insurance, and have Halifax Brewery Farmers’ Market Cooperative LTD. cited as co-insured on your policy.
- Halifax Brewery Farmers’ Market LTD. will not assume any responsibility for injury or accidents due to the activities conducted by those renting the kitchen, or injury or accidents caused by materials provided by those renting the kitchen.
- All renters and their guests must conduct themselves in a responsible and reasonable manner. Conduct deemed disorderly at the sole discretion of our staff will be grounds for immediate expulsion from the premises and conclusion of the rental period.
- All deliveries must be received by the renter. Deliveries and pick up of equipment, supplies or materials outside of the scheduled rental time must be arranged in advance with Halifax Brewery Market staff.

AFTER HOURS EMERGENCY CONTACT: Killam Security (902) 478 - 6932

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KITCHEN USE INQUIRY FORM

Contact Name	
Business Name	
Email	
Telephone	
Emergency Contact	

Estimated time required and preferred schedule	
Food Business Type (retail product, farmers market preparation, pop-up event, commissary kitchen, catering) and production goals	

CHECKLIST OF ATTACHMENTS

- Copies of Food Safety Certificates
- Copies of Public Health Certificates (*permission to use, farmers market vendor, catering license*)
- Copy of Insurance Certificate naming the Halifax Brewery Farmers' Market Cooperative LTD.

Signature: _____

Date: _____