



THE COMMON KITCHEN

— *An International Food Hall* —

Prospective Vendor Information

The Common Kitchen is the first food hall established in Howard County, Maryland. Opened in July 2018, The Common Kitchen has become a destination to try a variety of cuisines from all over the world! We are looking for vendors that bring unique and inspired menus that add to the international food hall experience of The Common Kitchen. We look forward to showing you all that we have to offer to help start and grow your food business.



Fees and Inclusions

Monthly Cost to Vendors

- Base Rent + Percentage of Sales = Monthly License Fee
- Towel & Apron Service Fee = \$50/month
- Kiosk, App, & Catering Fee = \$50/month

What is included in your Monthly Vendor Cost:

- On-Site General Manager for the Common Kitchen
- Well Established Customer Base
- Community of Like-Minded Food Entrepreneurs
- 24/7 Access to Full Commercial Kitchen
- Dedicated Retail Space
- Dedicated Kitchen Prep Area
- Dedicated Fridge, Freezer, Dry Storage Space
- Common Area Maintenance (CAM)
- Utilities – electric, gas, water, wifi
- Marketing Opportunities – silo signage, window signage, access to CK marketing team
- Inclusion in The Common Kitchen catering program – CK2Go
- Kitchen Stewards – kitchen, bathroom, retail area cleanup during operating hours
- Supplies – basic kitchen and cleaning supplies at no additional cost
- Shared Kitchen Equipment and Small Wares
- Kitchen Area and Common Equipment Maintenance

What Vendors are Responsible for:

- Retail Stall Build Out Costs
- Your Business' Licensing, Permits, and Fees
- Your Business' Equipment and Maintenance
- Dedicated Space Cleanup and Maintenance
- Business Insurance
- Phone Service
- Point of Sale Equipment and Service

Other Rules and Regulations

- One Year Lease Agreement
- 90 Days Leave Notice
- Management Approval Required for Menu Changes
- Management Approval Required for Equipment Changes
- Minimum Standard Operating Hours
 - Monday – Sunday 11:30am – 8:00pm
- Allowable Holiday Closures
 - New Year Day
 - Easter
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Eve (Early Closure)
 - Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Years Eve

The Common Kitchen Values

Sustainability & The Environment

Included in all vendor lease agreements is a Sustainability Addendum. This is to ensure all vendors are dedicated to energy conservation, water conservation, and the use of sustainable practices in the operation of their businesses including recyclable, biodegradable, and compostable materials.

Respect of Others

Running a business in a food hall with a shared kitchen space is both rewarding and challenging. All vendors are held to high standards of behavior to ensure the work environment at The Common Kitchen is efficient, effective, and enjoyable.

Cooperation & Collaboration

We believe that everyone plays an important role in the success of The Common Kitchen. We want all vendors to be willing to participate, cooperate, and be part of the CK family. The magic of being part of this food hall is the ability to be surrounded by like-minded food entrepreneurs in a creative and supportive environment.

Cleanliness

Kitchen Stewards are on-site during retail operating hours to ensure common areas are clean for vendors and customers. Vendors and their staff are responsible for the cleanliness and maintenance of their dedicated workspaces and when using common equipment. Organization and cleanliness are key to keeping a shared kitchen running smoothly.

Food & The Community

The Common Kitchen is dedicated to providing the opportunity for entrepreneurs to bring international food experiences to the Clarksville community.