



# GETTING STARTED

## Membership Types and Rates

### Set-Schedule Membership (set weekly schedule)

Our Set-Schedule Membership is best suited for vendors who want to have a set weekly schedule in the kitchen. With this membership, you will reserve anywhere from 1 to 7 days per week and your workstation(s) will be reserved for your business ahead of time.

Below is the monthly cost per workstation. Shelving is reserved 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
<b>Morning:</b> any 9-hour shift that <u>starts</u> between 4AM and 12PM)	\$720	\$1,152	\$1,512	\$1,872	\$1,980	\$2,160	\$2,268
<b>Afternoon/Eve:</b> any 9-hour shift that <u>starts</u> between 12PM and 9PM)	\$612	\$979.20	\$1,285.20	\$1,591.20	\$1,683	\$1,836	\$1,927.80
<b>Graveyard:</b> any 6-hour shift that <u>starts</u> between 9PM-3AM)	\$360	\$576	\$756	\$936	\$990	\$1,080	\$1,134

### Please note:

- We have a 2 workstation reservation minimum for any cook-to-order business models, this includes using 3rd party delivery apps and/or take-out.
- We have a limit of no more than 2 people per workstation. If you have more than 2 people working in the kitchen, you will need to reserve more than 1 workstation.

## **Flex-Schedule Membership (flexible scheduling)**

Our Flex-Schedule Membership is best suited for vendors who want a flexible schedule! With this membership, you'll receive a login to our scheduling website so you can book workstations during times that are most convenient for you.

This plan has a **\$750 monthly minimum** fee. Any workstation time reserved is applied toward your monthly minimum. Below is the workstation reservation cost per workstation. Shelving is reserved separately.

<b>TIME PERIOD</b>	<b>HOURS INCLUDED</b>	<b>DAY RATE</b>
Morning (a 9-hour shift that <u>starts</u> between 4AM-12PM)	9 hours	\$180
Afternoon/Eve (a 9-hour shift that <u>starts</u> between 12-9PM)	9 hours	\$153
Graveyard (a 6-hour shift that <u>starts</u> between 9PM - 3AM)	6 hours	\$90

## **Shelving Rates (monthly)**

<b>Shelving Type</b>	<b>Shelf</b>	<b>Rack</b>
Dry Storage Shelving	1.5' x 4' shelf = \$50 per shelf 1.5' x 4' shelf = \$250 per rack	Varies depending on rack size; \$250 for a rack of 5 shelves
Refrigerator Shelving	2' x 3' shelf = \$112.50 2' x 4' = \$150	Varies depending on rack size; \$750 for a rack of 5 shelves
Freezer Shelving	2' x 3' shelf = \$150 2' x 4' shelf = \$200	Varies depending on rack size; \$1,000 for a rack of 5 shelves
Bakers Rack		\$250

## **What's Included in our Membership Fees**

We do our best to include as much as possible in our memberships! Whether you have a Set-Schedule or a Flex-Schedule 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

## **What We Require from our Members**

- An active WA State Business License
- Business Insurance naming us additionally insured
- A copy of your WSDA License (wholesale) and/or King County Health Department Permit (retail) when received
- Signed month-to-month membership agreement
- We collect first month's fees, last month's fees and a deposit (equal to your monthly fees) at signing
- We require all members to download and use the [Voxer](#) app for kitchen communications (free walkie-talkie style app)
- We require all members to download and use the [When I Work](#) app for scheduling purposes.

## **Moving Forward with 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 when you're ready to move forward with 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](mailto:info@seattlecommissary.com).
2. **Complete a New Member Information Questionnaire.** After 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 about your desired schedule, storage needs and preferred kitchen location, so we can put together your membership agreement and get the ball rolling for your sign-up as a new member.

**We know the sign-up process can seem daunting at first. Not to worry! Our staff has the resources and support in place to make your sign-up process easy. We are here to help you through the process and get your business set-up and producing in a timely manner. If you have any questions along the way, we are happy to help! Just send us an email at [info@seattlecommissary.com](mailto:info@seattlecommissary.com) or call us at (206) 451-7323.**