



COMMISSARY AGREEMENT
Complete both sides of form

DEFINITIONS:

Vendor Permit Holder for mobile, catering, or temporary food establishment using Commissary. Vendor must sign agreement.

Commissary Licensed stationary food establishment approved for use by vendor for specific food and equipment related activities. Permit Holder for Commissary must sign agreement.

All food establishments must operate out of an approved facility. Mobile, Catering, or Temporary Food Establishments may require a Commissary for various food preparation or other support activities. This agreement signifies that both parties agree to Vendor's use of facilities for services listed below. **Vendor may not use a different commissary without prior approval. This agreement must be renewed annually or in the event of any changes. This agreement is not transferable.**

VENDOR INFORMATION

Business name: _____	Permit Holder: _____
Mailing Address: _____	UBI# _____
Phone: _____	E-mail: _____

COMMISSARY INFORMATION

Business name: _____	Permit Holder: _____
Mailing Address: _____	UBI# _____
Phone: _____	E-mail: _____

I am the Permit Holder for the Vendor and the Commissary.

As Commissary Permit Holder, I agree to allow the Vendor to use this location for the following checked activities. All activities checked are allowed under Commissary's Health Department approved plans. Vendor use will be during days of the week and times that will not interfere with Commissary food preparation or service. All Vendor food storage (shelf stable or refrigerated/frozen) will be in designated locations labeled for use only by Vendor.

Vendor is approved to use Commissary during these days and times:

<input type="checkbox"/> Sun-hours: _____	<input type="checkbox"/> Mon-hours: _____	<input type="checkbox"/> Tues-hours: _____
<input type="checkbox"/> Wed-hours: _____	<input type="checkbox"/> Thurs-hours: _____	<input type="checkbox"/> Fri- hours: _____
<input type="checkbox"/> Saturday-hours: _____		

I, Commissary Permit Holder, agree to allow the Vendor to conduct the following activities in my licensed food establishment:

- Fill tank or containers from potable water supply - Public Water System Name: _____
- Dispose of waste water to mop or utility sink or waste water dump station with sanitary sewer connection
- Store shelf stable food in designated labeled location to be used only by Vendor
- Store food in refrigerators or freezers in designated labeled locations to be used only by Vendor
- Prepare produce at designated produce prep sink and produce prep counter
- Cut or otherwise prepare raw meat at designated raw meat prep counter
- Cook, grill, fry, or bake using approved equipment
- Cool hot foods for later service in a walk-in refrigerator able to maintain foods 41 or below. Vendor cooling area is designated and labeled for use only by Vendor.
- Clean and sanitize equipment and utensils in a 3 compartment sink or commercial dishwasher
- Store equipment and utensils in designated labeled Vendor storage area
- Clean mobile unit and dispose of cleaning water to utility or mop sink

Commissary Permit Holder's Signature *Date*

Commissary Permit Holder's Printed Name

I agree to use the above named Commissary for the activities checked above:

Vendor's Signature *Date*

Vendor's Printed Name

Health Department review by:

Date:

Commissary Agreement Approved Yes No