

# **HUBB Kitchens Onboarding Guide**

Helping Food Entrepreneurs Get Cooking - the Right Way

## **STEP 1: SUBMIT INTEREST FORM & BEGIN ONBOARDING**

**Submit Interest Form: Apply Here - <http://s.tfc-app.com/NqnrKz>**

### **What Happens Next:**

You'll receive a message through The Food Corridor with a link to schedule your onboarding consultation.

- Talk about your goals and food products
- Explain kitchen access options and support services
- Walk you through the permitting process
- Outline how HUBB helps launch and grow your business
- Take an In-Person Tour

## **STEP 2: PAY APPLICATION FEE**

Application Fee: \$200 (non-refundable) This reserves your spot, unlocks the documents you need to start the permitting process, and hand-on assistance with completing and submitting your forms.

## **STEP 3: SUBMIT REQUIRED DOCUMENTATION**

Review the following documents and materials:

- Rental and Use Policies
- Schedule of Fees
- Health Policy
- Standard Operating Procedures (SOPs)

## **STEP 4: ORIENTATION & RENTAL PLAN SELECTION**

Every business owner and their managers attend orientation. This training shows you how to safely operate inside HUBB Kitchens, follow sanitation rules, use equipment, and properly clean up.

- Choose Your Rental Plan:

During orientation, we'll help you pick the right kitchen usage plan for your business based on your hours, production goals, and growth stage. You can adjust your package later as your business grows.

### **STEP 5: ACTIVATE MEMBERSHIP**

- Pay \$500 as your initial business commitment and non-refundable security deposit
- Sign the User Services Agreement

This final agreement gives you official access to HUBB Kitchens and outlines our shared responsibilities.

### **STEP 6: FINAL INSPECTION & LAUNCH**

Once you complete orientation and submit your documents, you'll schedule your health inspection. Once approved, you'll receive access to the kitchen and can begin your food production operations!

### **STORAGE & BOOKING**

- Each user is required to rent at least one dry storage shelf.
- Booking kitchen time must be done through The Food Corridor at least 4 hours in advance.
- You are responsible for cleaning and maintaining your space after each session.
- 15-minute grace periods are provided before and after your scheduled time for setup and breakdown.

### **OTHER FEES TO KNOW**

- Late Payments: \$50 if payment is made after the 5th
- Returned or Failed Payments: \$50 fee
- Cleaning Fee: \$50 if you leave your area unclean
- No-Show Fee: \$50 if you miss a scheduled kitchen session without canceling 24+ hours in advance

Invoices go out on the 3rd of each month and are due on the 5th. You cannot use the facility if your payment

## **QUESTIONS OR NEED SUPPORT?**

Email: [info@hubbkitchens.com](mailto:info@hubbkitchens.com)

Call: (984) 313-9614

