**HUBB Kitchens Onboarding – Quick Start Guide**

**1. Apply**

Submit your interest form on The Food Corridor:  
👉 <http://s.tfc-app.com/NqnrKz>

**2. Schedule Consultation**

You'll get a message in **The Food Corridor** to book your onboarding consultation.

**3. Take a Tour**

Visit the kitchen in person to see the space and ask questions.

**4. Pay Application Fee**

💵 $150 (non-refundable)  
This reserves your spot and starts your permitting process.

**5. Submit Documents**

Upload these signed items:  
☑ [Rental and Use Policies](https://jjohnsoncompanyllc-my.sharepoint.com/:w:/g/personal/jjohnson_hubbkitchens_com/EW7ZZL0tIOREuVOQbqqi1HEByB5S8ziaUdmikNAr73JTXw?e=9Cm6PL)  
☑ [Pricing Guide](https://jjohnsoncompanyllc-my.sharepoint.com/:w:/g/personal/jjohnson_hubbkitchens_com/ESnPIdPxVGlJtMr_5zAx-oEBiDdFob-yvVFypf4CiqsyDg?e=7zXbRI)  
☑ Health Policy  
☑ [SOPs (Standard Operating Procedures)](https://jjohnsoncompanyllc-my.sharepoint.com/:w:/g/personal/jjohnson_hubbkitchens_com/EVDOKLVLq99As05EyzBuh_8BIDv50w2pLmXP-OF7E2-WxA?e=eVFnGU)  
☑ Insurance Certificate  
☑ Your Menu

**6. Attend Orientation**

Learn how to use the space, follow health codes, and clean properly. Staff must attend too.

**7. Choose Rental Plan**

Pick a plan that fits your hours and production goals. We’ll help you choose.

**8. Activate Membership**

💵 Pay $350 (non-refundable commitment fee)  
📝 Sign the User Services Agreement

**9. Schedule Inspection**

Book your final inspection with your regulatory agency. Once approved—you’re ready to cook!

**📦 Storage & Booking**

* Minimum: 1 dry shelf
* Book through The Food Corridor (4+ hrs notice)
* Clean your space each session
* 15-min setup/cleanup time included

**⚠️ Key Fees**

* $50 Late Payment
* $50 Returned Payment
* $50 Cleaning Fee
* $50 No-Show Fee

**📞 Contact HUBB Kitchens**

✉️ info@hubbkitchens.com  
📱 Text: (919) 948-0918  
📞 Call: (984) 313-9614  
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