EVENT SPACE RENTAL POLICY & PRICING

Rental Spaces

Whether you’re cooking for a small or large crowd, we have the perfect event space to host your guests. Depending on your group size you may want to rent our Private Dining/Conference Room, where we can seat groups up to 10 for intimate dinners or corporate meetings. For larger events you could reserve the entire 1,000 sq. ft. Drive-Bay space, that also includes use of the Private Dining/Conference Room which makes a great place to set up your bar service. We have plenty of parking for your guests available within the shopping center where we are located.

The pricing for event space rentals do not include the use of our shared-kitchen because we understand this is an amenity not necessary for every event. However, as per the Nevada County Health Department code, only food that has been prepared in a Certified Kitchen may be served on premises. Kitchen Collab members may use their kitchen hours purchased with their monthly premium and reserve that kitchen time for their event. For non-members that are interested in renting a prep space or refrigerated storage for use the day of their event we can absolutely accommodate requests made within 14 days of that date. If you are planning to serve food to your guests that is prepared off-site we will need to be informed of the Certified Food Facility in which it was prepared.

Pricing and Payment

The Private Dining/Conference Room is available for rent for 2-hour segments for $125, with $40 for additional 30-minute increments. If you would like to reserve this space for 4 hours the price is $250, with $40 for additional 30-minute increments. These timeframes include the set-up, cleaning and break-down of your event.

The full Drive-Bay space (includes use of the Private Dining/Conference Room) is available to rent for a minimum of 6 hours for $675 and $100 for additional 30-minute increments. This includes the set-up, cleaning and break-down of your event.

To reserve space for your desired date, 50% of the event space rental fee will be required. The full balance and the security deposit will be due 7 days before your event.

Kitchen Time

If you find you would like time in our kitchen for your event we can schedule that at $40 per hour. This includes the use of one prep station and access to all of our kitchen equipment, small wares, tools, towels, and aprons. There is some specialty equipment that require reservations in order to guarantee they are available for use at the time which you need. Please be sure to schedule this time in our kitchen at least 14 days in advance.

Kitchen Stewards/Cleaning

If your event occurs between 8am - 10pm we will provide you with one kitchen steward who will attend to the dishwashing, and also sweep and mop the kitchen area floor during this period. While the Kitchen Steward will be doing a large portion of the kitchen cleaning, we expect all kitchen guests to respect the space and maintain a clean and safe work space while cooking.

Kitchen Stewards are not responsible for cleaning event spaces (including restrooms) after events. It is your responsibility to see that the restrooms, Private Dining /Conference Room (including sink, espresso machine and refrigerator) and the Drive Bay are as clean as you found them before your event.

As a shared kitchen we expect everyone who uses the kitchen to ensure the space is clean and ready to use for the next person. All surfaces and equipment used should be wiped cleaned, then sanitized and left as they were found. This is not the responsibility of the Kitchen Stewards. Please inform the Kitchen Manager if you find there to be any faulty or dangerous equipment in the kitchen.

Deposit Policy

We require a security deposit of $500 for the Full Event Space rental or $250 for the Private Dining/Conference room in the form of a check made payable to “Kitchen Co Lab LLC”. The full amount is due 7 days before your event and will be securely held for 5 business days after. Any damage to our space or equipment associated with your event or an individual in attendance of your event will be documented and the costs for repair will be deducted from this deposit. In addition, if we find any area which was in use during your event to have not been sufficiently cleaned, we will deduct the cost of cleaning ($30/hr) from your deposit. This deposit will be refunded promptly after the final walk-through.

We will require 50% of the rental fee to reserve the space for your requested time and date. We would recommend if you need to reserve kitchen time, or specialty equipment, that it is done 14 days out from your event. One week out (7 days) from your event date we will expect to be given the remaining 50% of the event rental fee and deposit in full.

Cancellations

A cancellation of an event rental within 14 days of the scheduled event will result in a return of 25% of the total event rental fee (or half of the initial payment received by us). Any cancellation within less than 7 days of your event will result in the forfeiture of the entire rental fee and deposit.

Insurance Requirements

Each chef that wishes to operate in the Kitchen Collab facility must carry their own personal Food Liability Insurance and provide us with a copy. We request that your policy lists Kitchen Collab as “additional insured.” We recommend www.FLIP.com for coverage.

Event insurance is required of anyone that plans to host an event at the Kitchen Collab. One-day general liability policies can be purchased from any number of brokers. For example, a policy for an event with up to 100 people with $1 million coverage costs approximately $104 from www.theeventhelper.com or 1-855-493-8368.

Availability

Please contact us when you are ready to start planning your event! We are available to give tours of our event space mostly Monday through Friday during business hours. We cannot reserve your time and date requested without having a chance to show you what the event space looks like in person. This will ensure your expectations for your event are realistic and feasible. For those that expect to be cooking in the kitchen, an orientation will need to be scheduled ahead of the event in order to acquaint yourself with our space and equipment.

Rental Items

Kitchen Collab owns dinnerware, lighting and decorative items which we are willing to rent to anyone that wants to host an event here. Please refer to the event rental pricing table for the complete list with prices.

We do not provide any dining tables, chairs or the like. There are several local Truckee-Tahoe-Reno vendors that can provide those items and we would happily recommend them to you for your use.

All rentals must be delivered the day of your event. A member of your team must be at Kitchen Collab to inspect, accept and sign-for the rental order. If your expected delivery drop-off is during non-business hours, please arrange in advance with a member of our management staff to have access to the building at that time. It is not our responsibility to confirm that the items you ordered were correctly delivered.

It will also be the event coordinator’s responsibility to make sure that the rentals are cleaned, organized and properly set aside for pick up. One member from your team must be there to meet the vendor that is picking up your rental items after your event. If the rental company cannot pick up your items on the following day (i.e.; Sunday) you may store them in the back half of the drive-bay area until they can be taken away at the next availability.

Decorations

Kitchen Collab provides a blank canvas for you to throw your event, your way! We do understand decorations make every event more festive, we just ask that you do not put any holes in our walls to hang anything without our approval. Please remove or dispose of any decorations when cleaning up at the end of your event. As a Certified Food Facility, we cannot allow any form of glitter or confetti in the kitchen or event space, decorations like this are just too difficult to clean up and can cross-contaminate food produced here.

Music

Both of our event spaces are equipped with the Sonos sound system which can stream music wirelessly through your personal Pandora, Spotify or Apple Music accounts. We also offer our own curated Pandora music library for use during your event. Live musicians are also welcome and can be provided with power for their audio equipment.

Alcohol policy

As of the time of this writing we do not own an alcohol permit. That means that alcohol cannot be sold on-site for profit. Event organizers often partner with non-profit organizations in order to obtain a day-of permit with all proceeds going to the non-profit which furnishes the permit.

Kitchen Collab Event Coordination Service

For a $150 fee, we will coordinate the Following:

* The selection and ordering (upon your approval) of all rentals through Kitchen Collab and Camelot Rentals. This includes full set-up, take-down and supervising drop-off and pick-up.
* Basic tablescape and floral arrangements, a separate fee for floral will be applied.
* Coordination with your Caterer/ chef
* Bar set-up with alcohol you or your caterer have provided