

BITEUNITE FACILITY HOUSE RULES

Welcome to the BiteUnite Kitchen

BiteUnite is a shared kitchen & Event space platform that provides spaces for individuals, chefs, and food entrepreneurs to work, collaborate, and showcase their culinary skills.

Given that this space is shared by various businesses and individuals, it is crucial that we all show respect and take care of it, leaving it in the condition we would hope to find it.

This involves using the equipment responsibly, adhering to schedules, and maintaining open communication among chefs regarding their specific needs.

CONTENTS

PART A: FEES AND HOURS, OFFBOARDING

PART B: FACILITIES

PART C: EVENTS

PART D: DELIVERY/PICK UP (ONLY FOR HK)

PART E: MISC.

PART A: FEES AND HOURS

MEMBERSHIP FEES

<https://www.biteunite.com/sharedkitchen-hong-kong> for HK

<https://www.biteunite.com/sharedkitchen-san-francisco> for SF

<https://www.biteunite.com/eventspace-nyc> for NYC

Plan & Price is subject to change.

OFFBOARDING : The deposit will be returned once the entity is closed online or when a new license number is issued if the company continues to operate.

Storage and event space fee for HK only

<https://www.biteunite.com/member> You can subscribe or pay online.

PAYMENT

The membership begins as soon as you subscribe online.

There is a minimum commitment of 6 months.

Fees are charged monthly. Mins of six months.

Application fee is Non-refundable.

A deposit will be charged to your card upon subscription and will be refunded upon successful completion of offboarding.

HOW TO BOOK

	DAY	MONTH	GRID	LIST	<	>	MAY 2023	SPACES
	MON, MAY 1	2 TUE	3 WED	4 THU	5 FRI	6 SAT	7 SUN	
8		9	10	11	12	13	14	
15		16	17	18	19	20	21	
22		23 TUE ● 3:00 PM All spaces, repea...	24 ● 3:00 PM All spaces, repea...	25	26	27	28	
29		30	31	JUN 1	2	3	4	

FOR HK : KITCHEN BOOKING

Kitchen Booking: The kitchen is accessible 24/7 using a code and key.

Booking is mandatory prior to usage, as kitchen stations are assigned on a first-come, first-serve basis.

Each station accommodates a single individual.

Any additional individuals in our kitchen, including the event space, will incur fees based on the number of persons.

No outside guest: Outside guests are not permitted in the BiteUnite kitchen or outside the cafe hours.

Food production and packaging must be conducted exclusively within the designated kitchen space. Let's maintain a safe and organized workspace! 🍲📦

Rescheduling: Users are permitted to change or cancel their bookings up to 24 hours before the scheduled start time.

Unscheduled booking : An admin fee of TWO hours will be charged for unscheduled usage without prior notice.

A cleaning fee, starting from \$200, will be charged to your card without notice if the space is left messy and dirty. Let's keep our shared space clean and enjoyable for everyone!

FOR HK : EVENT SPACE BOOKING

As a member, you have the opportunity to book our event space online at a discounted rate of 50% off the retail rate*—\$3000 per 4 hours. *The retail rate is \$6000 per 4 hour.

Kindly take note that to reserve our event space,

1) You must make an online payment at below amenity.

2) Please forward the email receipt to info@biteunite.com.

This action will help us block all kitchen stations for your exclusive use.

If you choose to book all five kitchen stations under your name, these hours will be counted as part of your kitchen monthly hours plus event fee.

A friendly reminder: A penalty of \$200 and event fee will be charged if you host an event without prior booking. Let's keep things smooth and plan ahead!

Cancellation or reschedule policy allows for changes up to 7 days before the scheduled event for a full refund.

ROLLOVER OF HOURS

- The hours of usage are prepaid at the start of each month or can be set up for recurring payment on your credit card stored on file if you apply online.
- **Please note that unused hours DO NOT roll over into the next month.**

ACCESS AND SECURITY

- You will need to KEY AND CODE to access the kitchen. The key deposit is \$100 for SF.

OPENING HOURS

- Times is varies by location.
- Out of respect to our neighbors, we appreciate if all noise is kept to a minimum after 10 pm.
- During earthquakes, TYPHOON, protests, COVID CURFEW or other emergencies, the kitchen will be closed, and all events will be postponed as determined by BiteUnite and to conform with applicable regulations and orders by local authorities.

PART B: FACILITIES

1. **Hygiene and Food Safety:** This includes requirements such as proper handwashing procedures, wearing appropriate food handling attire (e.g., hairnets, gloves), and following local health department regulations.
2. **Equipment Usage:** This can include instructions for cleaning equipment after use, avoiding misuse or abuse, and reporting any equipment malfunctions or damages.
3. **Cleaning and Sanitation:** This include expectations for cleaning up after yourself, properly storing and labeling food items, and following designated cleaning schedules.
4. **Scheduling and Access:** Please make sure to schedule your kitchen usage at least 24 hours before the session. This could involve booking time slots, adhering to designated hours of operation, and communicating any changes or cancellations in advance.
5. **Storage Policies:** This include rules for labeling personal items, maintaining proper temperature control for perishable goods, and using designated storage areas or shelves.
6. **Waste Management:** Proper waste disposal practices may be enforced, such as segregating recyclables, compostables, and trash. Guidelines for disposing of grease or other kitchen byproducts may also be outlined.
7. **Communication and Collaboration:** This can include guidelines for respectful interactions, sharing resources or knowledge, and maintaining a clean and organized workspace for others to use.

8. **Security and Safety:** Facility rules often include provisions for maintaining security and safety within the shared kitchen space. This may involve guidelines for locking up or securing the facility, reporting any security concerns, and adhering to emergency protocols and evacuation procedures.

Compliance with these rules not only ensures a smooth and harmonious working environment but also helps maintain food safety standards and the overall integrity of our shared kitchen space.

PART C: EVENT SPACE

Booking Requirements and Pricing:

- For any booking, a minimum duration of 4 hours is required. Please check the availability online before proceeding.
- For bookings in Hong Kong, kindly reserve all five stations and make the payment online at www.biteunite.com/member. The rate is HKD750 per station for 4 hours, resulting in a total of HKD3000.
- For bookings in San Francisco, the pricing ranges from \$300 to \$400 per station for 4 hours, totaling \$1200 to \$1600. Please contact our team via email to inquire about availability.

Hosting an Event:

Rescheduling: Users are permitted to change or cancel their bookings up to 7 days before the scheduled start time.

PART D: DELIVERY /PICK UP (Only for HK)

Time is available from 10:30 am to 3:30 pm. Please note that the door closes promptly at 4 pm.

If you have a customer pickup or require goods delivery, please email us at info@biteunite.com.

Our café is open daily from 10 am to 4 pm, with the door closing at 4 pm.

LICENSE & PERMIT ADDRESS

You can use our address on your commercial products during your membership.

However, after offboarding, you must remove/withdraw our permit before by the last day of your offboarding.

Please note that the membership fee will continue to be charged until your name and address are removed from our social profile or packaging records.

PART E: MISC

PHOTO & VDO COPYRIGHT

All photos taken by our staff in the BiteUnite Kitchen are the copyright of BiteUnite.

CONTACT US

For any inquiries related to the kitchen or delivery, please email us at [kitchen\(sf\)@biteunite.com](mailto:kitchen(sf)@biteunite.com).

For payment or membership-related queries, please reach out to us at account@biteunite.com.

Our office hours are Monday to Friday, from 10 am to 4 pm local time.

Please do not what apps to our staff. We respect their privacy. Any texting to our staff is not recorded as official communication.

Kitchen Contact: For kitchen-related matters, contact us at 2366 3231 for HK or (415) 624-3083 for SF during operation hours only.

Café Operating Hours:

Our café is open from Monday to Sunday, from 10 am to 4 pm local time for HK
Monday to Saturday, from 10 am to 3 pm local time for SF .