



MEMBERSHIP APPLICATION

SHARED-USE COMMERCIAL KITCHEN

5501 Georgia Rd | Birmingham, AL 35212

Kitchen 1 Available | Kitchens 2-4 Coming Soon

Thank you for your interest in Woodlawn Cookhouse. Please complete every section. Incomplete applications may delay review. Submission does not guarantee membership.

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APPLICANT & BUSINESS INFORMATION

LEGAL BUSINESS NAME _____	DBA / BRAND NAME _____
PRIMARY CONTACT NAME _____	TITLE / ROLE _____
PHONE NUMBER _____	EMAIL ADDRESS _____
MAILING ADDRESS <i>Street, city, state and ZIP</i> _____	
BUSINESS ENTITY TYPE <i>LLC, corporation, sole proprietor, nonprofit</i> _____	EIN / TAX ID _____
YEARS IN BUSINESS _____	WEBSITE / SOCIAL MEDIA _____

Business type (check all that apply):

☐ Food truck / mobile vendor	☐ Caterer
☐ Meal-prep company	☐ Packaged food / CPG
☐ Baker / dessert business	☐ Personal chef
☐ Delivery-only concept	☐ Other: _____



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PRODUCTS & PRODUCTION

DESCRIBE THE PRODUCTS OR MENU YOU WILL PRODUCE

DESCRIBE YOUR CURRENT SALES CHANNELS *Examples: catering, farmers markets, wholesale, food truck, delivery*

Production activities (check all that apply):

- | | |
|---|---|
| ☐ Raw meat / poultry | ☐ Frying |
| ☐ Baking | ☐ High-volume cooking |
| ☐ Cooling / reheating | ☐ Allergen-controlled production |
| ☐ Special equipment needed | ☐ None of these |

SPECIAL EQUIPMENT, UTILITY OR VENTILATION REQUIREMENTS



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KITCHEN USE & SCHEDULING

REQUESTED START DATE

EXPECTED TEAM SIZE

Preferred production times (6:00 a.m.-10:00 p.m.):

☐ Weekday mornings

☐ Weekday afternoons

☐ Weekday evenings

☐ Weekend mornings

☐ Weekend afternoons

☐ Weekend evenings

ESTIMATED HOURS NEEDED EACH MONTH

TYPICAL RESERVATION LENGTH

Requested plan:

☐ Starter - \$275/month | 10 hours

☐ Growth - \$475/month | 20 hours

☐ Professional - \$850/month | 40 hours

☐ Food-Truck Commissary - \$350/month

☐ Nonmember - \$35/hour

☐ Unsure - please contact me

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STORAGE & ADD-ON SERVICES

Requested add-ons (check all that apply):

☐ Dry shelf - \$35/month

☐ Refrigerated shelf - \$60/month

☐ Freezer shelf - \$75/month

☐ Food-truck parking - subject to availability

☐ No storage requested

STORAGE DETAILS OR SPECIAL REQUESTS



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05**REQUIRED DOCUMENTS** | Attach copies when submitting

- | | |
|---|--|
| ☐ Business license | ☐ Health department approval / permit |
| ☐ Food-safety certification | ☐ Certificate of insurance |
| ☐ Entity formation documents | ☐ Menu or product list |
| ☐ Food-truck permit / commissary requirements, if applicable | ☐ Other required permits |

Insurance guidance: Applicants should be prepared to provide general and product liability coverage and name Woodlawn Cookhouse and the property owner as additional insureds if required.

06**BUSINESS READINESS****Current business stage:**

- | | |
|--|--|
| ☐ Concept stage - not yet selling | ☐ Early stage - limited sales |
| ☐ Operating - regular sales | ☐ Growth stage - expanding production |

WHAT DO YOU HOPE TO ACCOMPLISH THROUGH MEMBERSHIP?

REFERENCES OR ADDITIONAL INFORMATION



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FEES & MEMBERSHIP TERMS | Applicant acknowledgment

TERM	WOODLAWN COOKHOUSE POLICY
Application fee	\$100 - nonrefundable
Orientation / onboarding	\$150 - nonrefundable
Security deposit	\$300 - refundable subject to agreement terms
Initial commitment	Three months, then month-to-month
Reservation minimum	Two hours
Operating hours	6:00 a.m.-10:00 p.m. daily
Cancellation	No penalty 48+ hours; 50% at 24-48 hours; 100% under 24 hours or no-show
Unused hours	Do not roll over
Membership cancellation	30 days written notice
Member overage	\$25/hour average; final rate follows selected plan
Cleaning charge	\$75 minimum when kitchen is not left clean
Payment	Automatic monthly billing; booking may be suspended for past-due balances



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CERTIFICATIONS & SIGNATURE

By signing below, I certify that the information provided is accurate. I understand that approval is subject to document verification, orientation, payment of required fees, and execution of the final membership agreement. I agree to follow all health, safety, cleaning, scheduling and facility rules.

- ☐ I authorize Woodlawn Cookhouse to contact the references and agencies listed in this application.
- ☐ I understand that this application is not the final membership agreement.
- ☐ I understand that membership and kitchen access may be denied or suspended for noncompliance.

APPLICANT SIGNATURE

DATE

PRINTED NAME

TITLE

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FOR WOODLAWN COOKHOUSE USE ONLY

- ☐ Approved
- ☐ Additional information required
- ☐ Approved with conditions
- ☐ Declined

REVIEWED BY

REVIEW DATE

APPROVED PLAN

APPROVED START DATE

CONDITIONS / NOTES