



Terms & Conditions

1. Introduction.

A Standard Operating Procedure (SOP) will be developed to cover all aspects of the management and Equipment of Ace Enterprise Shared Kitchen, Bawnogue, Clondalkin, Dublin 22.

2. Registration:

- Any Food Business Operators (FBO) who wishes to hire our Shared Kitchens must be registered with the relevant regulatory EHO/FSAI Registration number will be required as part of the booking process.
- The FBO must complete a registration form together with copy of insurance before access to the booking system is allowed.

3. Booking Process

- Time slots may be booked through the website. Once the FBO has selected a time slot/s, the required corresponding payment is made online and access to the facility is permitted.
- Membership must be paid either option Gold or option Silver
- A minimum rental period i.e., is 3 hours and thereafter as long as available but an occupant must not exceed the fair usage period per week, this period is determined by ACE Enterprise”.
- Arrangements will then be made for the FBO to collect a key fob from Ace Enterprise along with the appropriate access code. Should the fob be mislaid or not returned to Ace Enterprise a replacement charge of €50 will be levied against the FBO concerned.
- The FBO will be fully responsible for the facility during the designated period.

4. Food Safety and Hygiene.

- The FBO will be totally responsible for Kitchen hygiene.
- The kitchen and its equipment will be thoroughly cleaned at the end of the letting period,
- The Kitchen will be checked regularly for cleanliness by Ace Enterprise staff.
- The FBO must maintain the necessary documents and records based on the principles of HACCP for inspection by the regulatory authority. The workflow of the kitchen has been designed in such a way as to enable you to effectively and safely produce your foods without fear of cross-contamination once the workflow has been adhered too. It is the responsibility of the FBO to maintain the highest levels of Food Safety and Hygiene to ensure their output is safe to consume by the general public.
- Should an FBO be inspected/audited by a representative of a Regulatory Authority it is a condition of their agreement that they advise Ace Enterprise of this visit and forward a copy of the subsequent report to Ace Enterprise Park

The main object for which the Company is established is “to benefit the community by providing community facilities, community-based childcare and a community-based enterprise facility for the purpose of reducing unemployment and relieving disadvantage in Clondalkin and adjacent areas through the construction and management of a centre which will include enterprise, childcare and community facilities.



5. Cleaning Procedures.

- The cleanliness of the kitchen is paramount to the effective running of this shared kitchen so we would ask each FBO “to clean as you go” Ace will arrange for two deep cleaning depending on the level of usage and the specific needs of individual equipment.
- Should an FBO discover, on arrival at the facility, that a kitchen is not at the required standard of cleanliness they must report any such issues before they start their shift to Ace Enterprise, See reporting procedure below.
- A small room containing personal lockers & cleaning equipment, such as mop and brushes, will be provided by Ace Enterprise Park. The FBO will supply their own suitable food safe chemicals with SDS information.

6. Waste Management.

- It will be the responsibility of Ace Enterprise Park to remove waste off site.

7. Health & Safety

- A Health and Safety Statement (specific to shared kitchen) has been developed by Ace Enterprise Park a copy of which will be available to each FBO on site.
- This Statement accounts for all the potential hazards and risks that any tenants may be exposed to during the course of their duties at Ace Enterprise Shared Kitchen. It also outlines the responsibilities of FBOs in ensuring that all comply with safe practices to reduce the likelihood of accidents occurring.
- First Aid Kits will be in the Shared Kitchen. A list of emergency contact numbers will also be prominently displayed.
- Fire evacuation procedures and how to use fire extinguishers will be displayed.
- If the FBO is working alone, a risk assessment on lone working must be completed.
- Any Accidents / incidents must be recorded on the accident report file and brought to the attention of the Ace Enterprise Park as soon as possible

8. Insurance issues

Each FBO must have a valid Product and Personal Liability Insurance in place. Public and Product Liability for €6.5m and Employer Liability for €13m and be able to provide a copy to Ace Enterprise Park.

9. Security issues

- The building is secured, alarmed and has CCTV monitoring in Ace Shared Kitchen
- Each FBO will be issued with the fob and will be required to activate the alarm on completion of rental period.
- A record of the Fob number issued to FBO will be recorded for safety & security reasons.
- Each FBO will need to advise ACE Enterprise Park of their mobile number so that access can be secured through the Access Gate within the Park.

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- If the building is not alarmed on departure, a report will be issued remotely to Ace Enterprise Park and the “call out” charge will be billed & the responsibility will be on the FBO to pay this charge. This procedure is put in place for the safety of the FBO and the integrity of Ace Enterprise Park.
- Both the security and fire alarm systems will be inspected and maintained regularly.

10. Storage facilities.

- It is the responsibility of the FBO to ensure that goods and personal equipment are stored correctly and securely. Ace Enterprise Park will not be liable for any loss or damage of equipment or goods in this facility.

11. Payment procedures

All payments including Deposits will be paid online into a designated account managed by Ace Enterprise Park

12. WC Facilities

Suitable and sufficient sanitary conveniences **shall** be provided at Block A, you will be notified if there are any changes to this location.

13. Reporting Procedure

- On call rota will be clearly displayed in the Kitchen
- In the event of an emergency the FBO will make direct contact with the relevant authority, contact details for whom will be prominently displayed in each kitchen.
- In the case of equipment breakdown, the FBO will contact Ace Enterprise Park and they will contact the designated Service Engineer,

It is up to the FBO to bring any extra equipment he/she needs to produce their products. It is also the responsibility of the FBO to provide appropriate transport materials and vehicles from Ace Shared Kitchen once their session is complete. Ace Enterprise Park will not take responsibility for transport of any food stuffs arriving or leaving the facility.

14. Cancellation Policy on Shared Kitchen

Cancellations or amendments of reserved kitchen times must be submitted, in writing, to Ace Enterprise Park, at least 72 hours prior to the requested cancellation, to be credited the full amount of the cancelled times. If the Kitchen User submits a written cancellation within 48 hours notice, the Kitchen User will be credited half of the amount of the cancelled times. Cancellations received with less than 48 hours notice will not receive credit for hours lost, unless cancellation is due to an illness. The Kitchen User is only allowed 3 cancellation credits due to illness during their membership period.

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