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# Commissary Letter of Agreement

[Commissary Name]

[Address]

[City, State, Zip Code]

Date: [MM/DD/YYYY]

[Food Business Owner's Name]

[Food Business Name]

[Food Business Address]

[City, State, Zip Code]

Dear **[Food Business Owner's Name]**,

## **Subject: Commissary Agreement for Use of Facilities**

This agreement outlines the terms for the use of **[Commissary Name's]** kitchen facilities by **[Food Business Name]** ("Licensee").

1. **Facility Use:** Licensee is granted access to the commissary for **[specify hours, days of use]**.
2. **Fees:** The fee for facility use is **[specify amount]** per **[day/week/month]**.
3. **Responsibilities:** Licensee must maintain cleanliness, follow safety protocols, and abide by all facility rules.
4. **Liability:** Licensee is responsible for any damages caused during their use of the commissary.
5. **Duration & Termination:** The agreement will be effective **[start date]** and may be terminated with **[X days' notice]** by either party.

By signing below, both parties agree to abide by the terms of this agreement.

Signature: \_\_\_\_\_

[Commissary Manager's Name]

[Title]

Signature: \_\_\_\_\_

[Food Business Owner's Name]