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Restaurant Incubator Program Objective:

Thank you for considering being a part of the CDA restaurant incubator, where culinary dreams will flourish and innovation is celebrated. Right now, we're eagerly seeking two exceptional operators to bring their unique restaurant concepts to life within our dynamic space. One restaurant will focus on crafting delightful breakfast/lunch experiences, while the other will curate captivating dinner bar services. However, while this framework is our ideal vision, we're also open to exploring alternative concepts that align with the spirit of our restaurant incubator.

Imagine a space filled with warmth and camaraderie, where two distinct restaurants converge to create a dynamic culinary destination. In the mornings, the aroma of freshly brewed coffee and the sizzle of breakfast favorites beckon guests to start their day on a delicious note. We're looking for an operator with a passion for morning delights to join us in crafting menus that energize and delight their guests.

As the sun sets, our atmosphere transforms into a lively hub for evening indulgence. Step into our inviting bar area, where expertly crafted cocktails and savory plates await. We're excited to find an operator who shares our vision for creating memorable evenings filled with good company, great drinks, and delectable meals.

At the heart of our incubator lies a spacious kitchen, a collaborative space where culinary creativity knows no bounds. Here, both operators will have the opportunity to explore new ideas, experiment with flavors, and bring their culinary visions to life. Whether you have a concept in mind that aligns perfectly with our vision or you're open to brainstorming new possibilities, we welcome you to apply to be a part of this exciting culinary adventure!

Furthermore, selected tenants will enjoy early-stage and ongoing training and support. Regular business reviews, held quarterly to bi-annually, will be required to ensure goals are met, and business needs are addressed. Successful operators

should anticipate graduating from the incubator program and transitioning into their own location within three to five years of enrollment. Each tenant is encouraged to share the common goal of establishing a thriving business while adding vibrancy and allure to the downtown corridor, thereby enhancing the overall charm of the Colfax community.

We're open to exploring all restaurant concepts, so don't hesitate to pitch your idea, complete the required documentation, and see where this incredible opportunity leads you! Together, we can create a dining destination where innovation thrives, community flourishes, and every meal is an experience to remember.

The Program:

Our goal isn't to micromanage every aspect of incubator tenants' business ventures. Instead, we aim to provide an extra layer of accountability for each owner, ensuring consistent achievement of your business objectives, exceptional experiences for patrons, and active participation in revitalizing downtown Colfax. Ultimately, our main objective is for your business to flourish to the point where you can confidently transition out of this incubator program within three to five years of enrollment and establish your own location locally. Paving the way for the next restaurant owner to seize the same opportunity to achieve their dreams and aspirations, just as you had.

Program Benefits:

- Visitors will be naturally drawn to the distinct ambiance of this property, boasting an industrial modern design and a communal outdoor dining patio perfect for gatherings with family and friends. Once renovations are finished, this property will truly stand out as a one-of-a-kind destination within the local community.
- The CDA is furnishing this property with \$200,000 worth of brand new kitchen equipment, thereby reducing the startup cost/debt ratio for each tenant.
- Due to tenant cost-sharing logistics, this shared-use facility offers reductions in monthly overhead expenses
- Tenants will receive comprehensive early-stage and ongoing business support, along with educational training. Additionally, we will conduct quarterly to bi-annual business reviews to ensure tenants are progressing

towards their goals, providing a platform for expressing any needs for assistance.

- Pre-Opening CDA Involvement: Business Planning, Goal Setting, Procurement, POS selection, Menu and Price Development, Management & Crew Training.
- Ongoing CDA Involvement: Business Reviews, Strategic Planning, Operations Coaching/Education, Offering Available Resources/Opportunities, and More.

The Facility:

Conveniently nestled at 102 N Main St in the heart of downtown Colfax, this property is undergoing a remarkable transformation into an unparalleled restaurant incubator facility. Boasting a fully equipped commercial kitchen and a comprehensive full-service bar station, it offers selected tenants a host of amenities, including:

- A spacious 3,521 square foot single-story building
- Shared commercial kitchen equipped with a type 1 hood
- Shared check-out station with room for shared storage
- Full-service bar station
- Operational drive-through window
- Abundant side street and off-street parking within an attached lot
- Shared administrative office space
- Shared private dining room
- Seasonal snow removal services
- Seasonal landscape maintenance

Prepare to embark on an extraordinary culinary journey in a setting designed to nurture your business dreams and foster culinary innovation. For more details regarding kitchen design and equipment list, please visit:

<https://colfaxdowntownassociation.com/application/>

Rental Rates & Lease Terms:

We are open to the possibility of a single tenant leasing the entire building if their intention is to provide breakfast, lunch, and dinner services. Additionally, to offer a strong foundation for our tenants' success, the first two months of rent will be waived. The initial lease term will be a Two-Year Lease Agreement. Furthermore, tenants will be responsible for all utility expenses. The starting lease date is TBD, with the goal of no later than July 1, 2024.

The full-service bar station will be incorporated into the Evening Operator's Lease Agreement, unless both operators express interest in serving alcohol and obtain approval from the Washington State Liquor Board for licensing both businesses. In the event that both operators are permitted to serve alcohol, rental rates may vary slightly from the rates noted below to ensure fairness. Otherwise, priority will be given to the Evening Operator to include the bar space in their Lease Agreement. The rental rates for the evening operator are presently based on the square footage of the bar area being included in their lease.

- **Security Deposit:**

First & Last Month Rent

Security deposits will be required upon signing the initial Lease Agreement.

- **Daytime Operator Rental Rates:**

Year One = \$1,750.00 Per Month (With first two months of rent waived)

Year Two = \$2,000.00 Per Month

- **Evening Operator:**

Year One = \$2,000.00 Per Month (With first two months of rent waived)

Year Two = \$2,250.00 Per Month

Tenants will assume responsibility for procuring the equipment and fixtures outlined below, along with any other business-related expenses

- Any desired countertop equipment (Ex: blenders, coffee makers, mixers, etc.)
- Any desired specialty equipment required for your business to operate.

- Dishwasher and glasswasher (We recommend leasing this equipment)
- POS - Cash drawer(s), printers, hardwired & portable units, receipt tape, etc.
- Smallwares
- Dishes, utensils, glassware
- Restaurant Inventories and Business Supplies/Furnishings
- Business Signage, Menus, and Advertisements
- Locking cash drop/safes & any other desired security measures
- All other necessary business equipment, furnishings, & kitchen appliances
- Applicable licensing, permits, professional services, monthly overhead, taxes, etc.

Other Tenant Responsibilities will be outlined in Lease Agreements and/or other legally binding documents. Responsibilities Include, but are not limited to;

- Professional Services for Appliance/Equipment Repairs and Routine Maintenance
- Outsourcing professional services needed and/or desired
- Tenant Improvements - Subject to pre-approval & signed authorization
- Participation in pre-scheduled quarterly to bi-annual business reviews
- Participation in pre-scheduled educational tenant training
- Maintain a high level of communication with our admin team and neighboring tenant
- Janitorial Duties:
 - Thorough interior cleaning at the end of each closing shift, including cleaning and restocking bathroom supplies, sweeping, mopping, vacuuming, wiping down tables and chairs, trash removal, thorough kitchen cleaning, etc. Ensuring the facility is completely ready for the next operator to start their shift.
 - Frequent exterior cleanings, including sidewalks, drive-thru, & parking lot

- Frequent Interior & Exterior Window Washing
- Monthly Deep Cleans - Washing/Sanitizing tables, seats, walls & baseboards, high-traffic surfaces, pulling equipment out to sweep and mop, etc.
- Laundry/Linen Services

Cost Sharing Between Tenants:

Tenants will be responsible for working together to establish monthly cost-sharing arrangements. We will assist in facilitating discussions and aid in acquiring legally binding agreements to ensure accountability among tenants. We are flexible and open to collaborating with selected tenants to find optimal cost-sharing solutions that benefit all parties involved.

- Shared toiletry, cleaning & chemical supplies
- Shared leased equipment and/or professional services (if applicable)
- Water, Sewer, Electric, Gas split equally (50/50) between tenants
- If desired, Internet expenses can be split equally between tenants.
- Shared Business Fixtures

Suggestions we recommend for cost-sharing include:

- Each tenant's 50/50 split of water, sewer, electric, and natural gas bills can be added in addition to the lease payments each month - With tenants being equally responsible for managing all other cost-sharing logistics.
- Both tenants are equally responsible for splitting the costs every month.
- Tenants alternating responsibility for paying all listed expenses every other month.
- Tenants select certain monthly bills of equivalent value to pay individually while sharing other minor expenses on a monthly or bi-monthly basis.

- For Shared Business Fixtures, we recommend that each tenant purchases an equal share of fixtures, such as tables and chairs, to ensure equitable distribution.

Shared Occupancy & Hours of Operation:

There are a multitude of positive outcomes for tenants operating out of shared-use facilities, such as cost savings in monthly operating expenses, attracting diverse patrons into your restaurant, opportunities for tenant collaboration, and much more! However, we understand operating out of a shared facility may raise some concerns. Rest assured, we have put a lot of thought into the design concept and logistics of this shared incubator facility. There will be firm guidelines that each tenant will have to sign and adhere to in an effort to mitigate potential issues, ensuring each tenant's property is respected, and the facility is cleaned to satisfactory standards at the end of every closing shift.

The suggested daytime and evening operating hours outlined below are tentative at this stage. We will collaborate with tenants to establish the most suitable hours of operation. Our ideal scenario is for this restaurant incubator to operate from early morning until late evening, aiming to attract and retain patrons within the downtown corridor.

- The Daytime Operator uses the facility until 2:00 pm.
- The Evening Operator uses the facility from 2:00 pm to close.
- Tenants will be required to be open on the weekends—at least on Saturdays—with a goal of being open on Sundays within the first six months of operation.

Renovation Completion & Opening Timeline:

Please Note: Timeline subject to vary slightly - Dependent upon construction completion.

- Property renovations will be complete by mid-June 2024.
- Tenants should be ready to open their restaurants by June 30, 2024. We'd love for our tenants to have a grand opening celebration during Colfax's Summerfest event on July 27, 2024.

Seating Capacity:

Please note that the seat count provided below is based on our design plans. We are flexible and open to collaborating with tenants to make minor adjustments to the seating layout. However, it's important to ensure the seating does not exceed the building's capacity requirements.

- Indoor Seating: X10- 4-top tables, x4 - 2-top tables, 1 Conf. table, & 54 chairs
- Bar Seating: X6 2-top tables with 12 chairs and 8 bar stools
- Outdoor Seating: X8 4-top tables, x9 2-top tables with 50 chairs

Application Deadline has been extended to:

Applicants must submit applications and all required documentation no later than **Friday, April 5, 2024**. Applicants shall assume full responsibility for timely delivery, including, contacting our office to confirm that your application and all required documents have been received on or before the application deadline.

If you experience issues uploading the required documents on the application platform, please email them to: **Director@colfaxdowntownassociation.com**
CC: Colfaxdowntown@gmail.com

Questions:

Please don't hesitate to contact us if you have any additional questions. Our Executive Team is available to provide further clarification, ensuring you feel at ease and confident throughout the application process.

Legal Disclosure: Please be advised that certain terms and conditions outlined in this document are subject to change prior to the selected tenants signing finalized Lease Agreements. While we strive to provide accurate and up-to-date information, circumstances may necessitate slight adjustments or modifications to the terms herein. Any changes made will be communicated to affected parties in a timely manner.