



Foundry Cafe

Pop Up Proposal

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Cafe Overview

The Foundry is reactivating its Cafe with a new mission to be an accessible pop up space for various food operations to host short term events. We are excited to work with diverse and local vendors to bring exciting and affordable food to our patrons and community.

The Foundry is a community-driven art center fostering learning, creativity, and collaboration. Operating at the intersection of Kendall Square and East Cambridge, The Foundry unites creatives in underrepresented communities by building an accessible and dynamic environment where everyone can connect, access, and discover across the arts, entrepreneurship, technology, and education.

We are looking for food and beverage vendors who are passionate about connecting with the community through the products they offer. Our Cafe is ideally suited for a vendor who is looking to grow their operation, connect with a new community, or who is considering turning their hobby into a business.

We will be accepting and scheduling vendors on a rolling basis. We can't wait to work with you!

Interested in being a vendor? You can find and complete our inquiry form [here](#). Please read the next page for more detailed information; when you are ready to apply, please come prepared with the following:

- Insurance Information
- Links to socials
- Proposed/Reference Menu



Booking Information

Booking Costs

Our goal is to lower the barrier to entry and make pricing accessible for small and aspiring business owners, while covering the costs for maintaining equipment and keeping this kitchen space running smoothly. We operate on a revenue share model.

- Cafe revenue share is 10% of daily sales

Pop Up Durations

We are looking for vendors to host short to medium length pop ups lasting between **two to eight weeks**.

All applicants are welcome but we are prioritizing longer pop ups (four to eight weeks) first and will be scheduling shorter pop ups (two to four weeks) later in our event calendar.

Vendors can negotiate with Foundry staff which days during those weeks they are operational. Vendors are not expected to operate every day of the pop up window, however, longer bookings should coincide with more weekly time operating.

Interested in a single day or weekend pop up? We will keep you in mind for our special event dates. Please indicate your desire in the inquiry form by checking the appropriate box. We will contact you separately when an opportunity becomes available!

Required Documentation

To become a vendor and confirm your reservation you will be required to obtain and submit the following documentation in advance of your booking date:

Onboarding Documents:

- Temporary Food Service Permit from the City of Cambridge (which requires):
 - Food Protection Manager Certification
 - Allergy Awareness Certification
 - And whichever of the following applies:
 - Residential Kitchen Permit
 - Retail Food Establishment Permit
 - Food Manufacturing/ Wholesale License
 - Division of Marine Fisheries – Retail Seafood Dealer Permit
- Signed Agreement between Vendor and Foundry Consortium



- Outreach Plan
- Menu

Reporting Documents:

- Sales Report

Permissible Food Setups

We have a pantry kitchen designed for baked goods and reheating prepared foods. There is no ventilation system (hood) in the kitchen so we cannot accommodate foods that produce significant smoke/steam. Below are some examples; if you are unsure about if your product would be permissible or not, please ask! We will need detailed descriptions of the food you will be serving in your inquiry form.

Permissible foods for on site preparation:

- Coffee/Tea
- Boba
- Cold Dishes
- Sandwiches
- Soups
- Prepared foods
- Omelettes

Non-permissible foods for on site preparation:

- Deep fried dishes
- Pan-fry dishes
- Grilled foods
- Smoked Foods

Cleaning Expectations

Vendor Responsibilities

- Vendors will be responsible for an in depth cleaning of the front Cafe Counter, and rear Commercial Pantry, at the end of their booking period. Vendors will also be responsible for maintaining appropriate levels of cleanliness in compliance with sanitation standards during and at the end of each operating day.

Foundry Responsibilities

- Foundry will be responsible for delivering a clean front Cafe Counter and rear Commercial Pantry at the beginning of each booking period. Foundry will not be responsible for cleaning during the booking period including the removal of trash to the Trash Room. Foundry will be responsible for maintaining functioning equipment (including grease traps) and providing access to basic cleaning supplies.



Space & Equipment

1. We do not have a POS system. Renters are responsible for managing their own payment system. Foundry will provide access to a private WiFi network for vendors who require it.
2. A front **Cafe Counter** space for serving with the following amenities and equipment:
 - a. Back Bar Refrigerator (Glastender C1FB84-L)
 - b. Espresso Machine (Eversys Cameo C2M)
 - c. Milk Cooler (Eversys/Vitrifrigo FG14IXP1)
 - d. Cold Sliding Door Display (RPI VICD2-20-R-SQ-SC-SD)
 - e. Drop in utility sink (Advance Tabco DI-1-208)
 - f. Drop in hand sink (Advance Tabco DI-1-5SP)
3. A rear **Commercial Pantry** room with the following amenities and equipment:
 - a. Ice Maker (Ice-O-Matic ICEU150FA)
 - b. Reach in Freezer (Continental 1FN)
 - c. Reach in Refrigerator (Continental 2RN)
 - d. Electric Oven (Alto Shaam VMC-H3H(RH) w/5028173)
 - e. Hand Sink (Advance Tabco, 7-PS-56)
 - f. Dish Washer (Champion, DH-6000-VHR)
 - g. Work table w/sink (Advance Tabco SS-309 w/TA-118 & S/S COVER)
 - h. Wire shelving units

Insurance Requirements

Each vendor is required to purchase general liability insurance in the amount of \$1,000,000 for the duration of their booking and submit proof of insurance as part of their onboarding documentation.

Reference Images

You can find reference images of the Cafe by clicking [here](#).