

# MAPS Café

We are pleased to announce that we are soliciting applications from interested parties for the MAPS Café. Please review the high-level requirements and specifications below. A detailed lease agreement will be drafted upon acceptance of the application.

To apply, please submit the following information to Br. Shaharyar Aarbi at [facilities@mapsredmond.org](mailto:facilities@mapsredmond.org) by 11/5/2023:

1. Name of entity and principles who will be responsible for the Café.
2. Do you have a business plan ready? If so, please share.
3. Will this be managed on the ground by the principles named above or by employees?
4. List any prior experience with operating a café and/or a business.
5. Do you have a menu in mind? If so, please share.
6. How soon are you willing to move forward?

## High-Level Requirements and Specifications:

1. **Space:** The leased space is the area located on the west side inside the MAPS building and along the hallway leading to the main hall/gym. Café comprises of the designated counter and the area behind the counter. The lounge or seating area within the same room and in front of the counter is a common and shared area to be used by any visitor of Landlord's and by any customer of any other tenant of the Landlord.
2. **Menu:** Landlord intends the Café to serve non-alcoholic drinks (hot and cold), pastries, sandwiches and snacks. Under no circumstances will the Café be allowed to prepare, heat, sell or distribute meals.
3. **Quality of Service:** The level of service, including utensils, cups, silverware, paper ware, etc. used need to match or exceed coffee shops such as Starbucks, Tully's, Peet's Coffee, etc
4. **Term:** The term of the lease will be two years, with two options to renew for another two years.
5. **Rent:** The monthly rent for the first term will be \$1500/month. Rent for the first two months of the first term will be waived to provide time for the Tenant to acquire the appropriate licenses and complete the necessary buildout. Rent for additional terms will be 10% increase over the most immediately preceding term.
6. **Fixtures:** The currently installed fixtures are part of the lease and must be kept in good condition. All repairs and maintenance during the term of the lease are Tenant's responsibility. Any new fixture will need to be approved by the Landlord and comply with the city and building codes and in such a way as not to impact other areas of Landlord. Further, no fixture will be removed from the kitchen upon termination or end of the lease. At no instance, Tenant will be reimbursed for costs incurred to add or maintain any added fixture. Any signage and menu boards to be added by Tenant shall be reviewed and approved by Landlord.

7. **Operating Hours:** Tenant will be allowed to set their own hours of business as long as the following minimum hours are covered. Upon request MAPS manager will provide the tenant with a list and timings of upcoming events at the MAPS facility.
  - a. Afternoon hours during classes held at MAPS
  - b. Morning hours during Sunday school
  - c. Friday afternoon hours during and after Jumah Prayers
  - d. Night hours during Friday Family Night events
  - e. Night hours during Taraweeh prayers in Ramadan
  - f. Early morning hours during suhoor in last 10 days of Ramadan
  - g. During any special events
8. **Security Deposit:** Equivalent to one month rent to be paid at lease execution.
9. **Utilities:** Electricity, Heat/Air Conditioner, Water, Sewer, Trash and Internet expenses will be covered by the Landlord. All other separately metered utilities are the Tenants responsibilities.
10. **Housekeeping:** Keeping the Café and the surrounding area clear is Tenant's responsibility. Trash left by the Tenant's customers will be the responsibility of the Tenant. If the Landlord has to do any cleanup of trash left by the Tenant or Tenant's customer, Landlord will charge the Tenant any costs associated with the cleanup.
11. **Licenses:** Tenant will be responsible for acquiring and maintaining all licenses and permits required for operation of Tenant's operations
12. **Insurance:** Tenant will be required to acquire and maintain liability insurance with a minimum coverage of \$500,000.