



Application for New Cloverbelt Local Food Co-op Hub Location

The Cloverbelt Local Food Co-op is always looking to expand and provide more pick-up locations to better serve our producers and consumers. Typically, our external hub pick-up locations are used one day per month (this use could potentially increase depending on travel time and number of members) for producers to drop off their products and for consumers to pick them up. Drop-off and pick-up does not necessarily need to be done at the same location. A drop-off site could be as simple as a large parking lot, while a pick-up site should have indoor space available for sorting, storage and setting up of tables. The size of the location needed will depend on the number of members in the area that need to utilize the pick-up location. As the membership grows in the area, a new location may need to be considered in order to accommodate growth.

Accessing cold storage may need to be an option as many of our goods are frozen and refrigerated. This may not be an issue if there are a limited number of orders and if the drop-off and pick-up windows are short. If cold storage is required and is not available at this location, space needs to be available for the Co-op to provide it.

Please answer the questions below and send the application back to us (at the address below or email to info@cloverbeltlocalfoodcoop.com) to better help us determine the suitability of the proposed location.



Date _____

Community _____

Proposed Location _____

What type of facility is being considered as a drop-off/pick-up location? (business, municipal, personal)

Where is this facility? (Is it centrally located?)

What is the size of the space available for distribution at this location? (Table space is required for consumer pick-ups)

Does the facility have the resources to provide cold storage or have room for the Co-op to provide cold storage for short/ long term storage of products (coolers/fridges, freezers)?

Is there parking for consumers as well as for a truck for delivery?

What hours of operation would be available at this location for distribution?

Would producers be able to drop-off products outside of the drop-off window to store products until required for the cycle? (May not be applicable)

Is compensation for rental space required at this location?

Is the location available in the long term as a pick-up location for the Co-op? Is it available and accessible all year long?

Do you have staff that are willing to run distribution alongside normal duties or have anyone to volunteer to run distribution?

Any other information you would like to provide:

Contact information: