



Vermont Food Venture Center Kitchen Rates

USING THE KITCHENS:

Our kitchens open at 8am and evening/weekend hours are available for clients with proven cleaning and food safety record. Because each product is unique we offer hourly rates to our clients:

- **CONSULTATION/ORIENTATION/TOUR:** \$80 up to 3 hours with VFVC staff, to discuss product, business planning, and walk-thru of kitchen tools, process.
- **NEW CLIENT:** \$25/hr for up to 8 hours, free Kitchen Assistance for four hours
- **LOW USE:** \$28/hr, for prep days; any use **excluding** skillets, kettles, ovens or fillers
- **HIGH USE:** \$35/hr, for cook or filling days; any use **which includes** skillets, kettles, ovens or fillers.

High rate applies to entire session if specific equipment is used at any point during session.

Safety Deposit: \$300 (held for duration of client usage at facility, returned to client. Terms described in Safety Deposit Agreement).

FOOD SAFETY CERTIFICATION:

VFVC recommends a ServSafe class prior to your start in processing. This provides background you will need to make food safely according to state and federal regulations. The class is a full day and is periodically advertised and held at the Venture Center.

- **ServSafe Managers Certification Class:** \$130 for Registration and class materials

Early Bird Discount:

Purchase 40 hours in advance and a \$5/hr discount applies to your hourly rate!

- Priority scheduling –purchase and lock in your processing days in advance
- Good for 12 months – use your hours throughout the year
- Five days' notice required for cancellation, or fees apply. The Early Bird Discount is non-refundable.

ADDITIONAL SERVICES:

We offer a variety of additional services for you. Depending on your product and your process, some of these follow may apply:

- Dry Storage: \$25/pallet each month
- Cold and Frozen Storage: \$40/pallet each month (generator back-up in emergency)
- Bottle Labeling Machine Usage: \$10/hr
- Nutritional Labeling Software Intro: \$40/product
- Kitchen or Professional Assistance: \$18/hr.
- Co-Packing: Negotiated based on Production room rates plus Professional Assistance.
- Off-Site Equipment/Facility Consultation: Negotiated based on distance, services required

FEES and POLICIES:

We recommend you schedule your processing and prepping in day long blocks. For all clients of the VFVC, *billable hours* begin when you enter the kitchens and end when facility is clean and ready for the next client.

Cancellation Policy: we recognize that unforeseen circumstances may prevent you from being able to process. To be fair to other clients, and VFVC users, we request 3 days cancellation notice, and will require a cancellation fee of \$50 if you are not able to let us know within that window.

Safety Deposit Policy: much of our equipment requires experience and learning to operate efficiently. We require a \$300 safety deposit from all clients as they begin to use the VFVC. This deposit will be held for the duration of the client's relationship with VFVC and returned when client ceases to work with the VFVC. Examples of qualifying reasons for your safety deposit to be withheld may include, but are not limited to; building and equipment damage due to misuse, inability to meet the cleaning procedures of the VFVC facility, and disregard of VFVC policies and protocols. The VFVC must meet state and federal standards for food safety, and for the benefit of all clients, must maintain equipment at the highest standard we can. For this reason, we reserve the right to withhold the security deposit if client cannot meet the standards of cleanliness and operations as upheld by the VFVC.

Set-Up and Cleaning Policy: for all clients of the VFVC, *billable hours* **begin when you enter the kitchens to set up your product and process, and end when the facility is clean and ready for another client** to use it. We are emphasizing this level of use and this standard for cleanliness because our goal is to create *shared kitchen*, which many people can use in the same day, and that clients can use with minimal oversight from VFVC staff. The Department of Health standards, the concern for a shared kitchen and allergens, and the various needs of different products (sanitizers, organic standards, etc.) require that each client/user of the VFVC take personal responsibility for their use of the facility, which is to leave no trace of their use so that the next client does not have to clean up after them. It is a community of best practice we are seeking to create. VFVC's cleaning procedures must be completed by the client, and checked off by VFVC staff. We reserve the right to charge cleaning fees (on cleaning procedures sheet) if cleaning is not complete at time of departure, and will document facility cleanliness standards with photographic record when necessary.