Commercial Kitchen Fee Schedule

Listed below are the fees charged by James Sprunt Community College Eastern Carolina Food Ventures for client use of the commercial kitchen. Please incorporate these fees in your business plan financials to ensure you have captured all costs for your products and services. JSCC reserves the right to change fees as needed. JSCC will provide clients with as much notice as possible whenever fee or policy changes are made; typically, one month.

1. **Initial Consultation Fee: $0**

   Includes facility tour & overview of services offered. Appointment required.

2. **Orientation and Application Fee: $55 (one-time fee)**

   This fee covers guidance on product development, regulatory issues and packaging. Safety and sanitation training provided by ECFV as well as the one-on-one training necessary to use the facility and equipment safely. This fee also includes a key code for access to the facility.

3. **<u>Cleaning Fee: $75</u>**

   This fee will be used to pay any cleaning costs incurred by JSCC for clients who do not clean the kitchen adequately after use and/or leave the kitchen in an unacceptable manner and for ongoing sanitation.

Kitchen Use Fees: **$300 per month for Client in First Year of Operation**
$350 per month for Client in Second Year of Operation
$400 per month for Client in Third Year of Operation
$50 "No Show" for not keeping Scheduled Use

No more than six (6) workers are allowed in the kitchen per client. Additionally, it is unacceptable to schedule the use of more than 1 (one) kitchen at a time. Blocking the use of a kitchen by scheduling all of them is grounds for termination from ECFV. We request that cancellations be provided to the Kitchen Technician no less than 24 hours before your scheduled time. However, to avoid the "No Show" fee, you must cancel

your kitchen reservation by emailing the Kitchen Technician within six (6) hours of your scheduled time.

4. **Storage Fees:**

$25 per month for Four-foot shelf in cooler or freezer
$35 per month for Dry storage in small cage
$55 per month for Dry storage in large cage

All storage fees are payable for the previous month of use by the last workday of the current month. Any user who has not paid their current balance or according to a payment arrangement completed by the SBC Director will have their access revoked until full payment is received. Minimum time for storage rental is one (1) month.

5. **Push Carts and Mobile Food Units**

Push carts and mobile food unit operators who wish to use the kitchen as their commissary must pay the $**55 Orientation and Application Fee** as well as the $50 **Cleaning and Security Deposit**. The monthly rental fee is $75 per month and includes the costs for dumping and filling water as well as the use of the dishwasher. Additional fees will be charged according to the user fees above (i.e., storage, kitchen rental, etc.)

ECFV does NOT provide ice to caterers, push carts, or mobile food unit operators. The ice machine is for food processors who need to cool their food down quickly. Occasional use of ice by others must be approved by the Kitchen Technician.

6. **Each Company Must Have One ServSafe Certified Employee**

ServSafe Certification classes are offered for a fee to all ECFV users on the campus of James Sprunt Community College, and must be completed within 120 days of signing the kitchen incubator contract. User may also obtain ServSafe certification from other community colleges. A ServSafe Certificate must be provided at the signing of each yearly contract. A copy of the ServSafe Certificate must be displayed at the kitchen. Any company that does not provide a copy of the certificate at the signing of the contract will have 120 days to provide or access will be revoked.

Date _____

_____ _____

Business Name Owner

_____

James Sprunt Community College, Small Business Center Director