



Processing Food Products

Steps to Using the Battenkill Kitchen, Inc.

Welcome to the Battenkill Kitchen, Inc. (BKI) located at the Historic Salem Courthouse. We're excited that you are interested in the facility and we are providing the information packet as an introduction to the kitchen. Please read through the packet and begin the following steps to use the kitchen. We look forward to working with you.

1. Fill out the BKI User Application.
2. Contact the Northeast Center for Food Entrepreneurship at the NYS Food Venture Center for help with getting your food business started.
315-787-2274
necfe@nysaes.cornell.edu
630 W. North Street, Geneva, NY 14456

Apply for your New York State Department of Ag and Markets Food Processing License.
Call 1-800-554-4501

4. Obtain product liability insurance.
5. Sign the BKI Rental and Use Policies Agreement.
6. Pay required BKI fees and deposits.
7. Participate in the BKI Orientation prior to using the facility.
8. "Get Cooking!"

An Educational Facility For Growing Food Businesses

Will Lennon, President
PO Box 784, Salem, New York 12865
518-854-3032

Food Processing User Application

Battenkill Kitchen, Inc.

Client Information

Name: _____

Business Name: _____

Address: _____

Home Phone Number: _____ Cell Phone: _____

Business Phone Number: _____ Fax: _____

Email: _____ Website: _____

Product Information

List and describe product(s):

Basic Ingredients, Volume (specify)

What is your target market?

Processing at BKI

What is your primary reason for using the BKI?

- business startup
- develop and test new products
- Other _____
- increase current production capacity
- I'd be using the shared kitchen to process and pack for others

How often **and** how many hours are you anticipating using the BKI?

- Daily _____ hours
- monthly _____ hours
- weekly _____ hours
- other _____ hours

What are your time constraints, if any?

Is your production _____ seasonal or _____ year-round?

If seasonal, please circle months in which you produce your product.

J F M A M J J A S O N D

How many people are involved in processing your product? _____

What are your storage needs?

- cooler storage: _____ cubic feet
- freezer storage: _____ cubic feet - Currently not available but do you have a need?
- dry storage: _____ cubic feet - Currently not available but do you have a need?
- I do not need storage

Equipment You Will Be Using

Please check off all the equipment required to produce your product.

- Steam kettle
- Commercial mixer
- food processor
- other _____
- Convection oven
- Walk-in Cooler
- dishwasher
- other _____
- Commercial stove
- kitchen utensils
- other _____

Services and Facilities

Battenkill Kitchen, Inc.

A modern, NYSDAM approved, commercial kitchen facility that provides:

- A 800 square foot kitchen areas with a variety of commercial food processing equipment
- Sanitation accessories of hair restraints and disposable gloves provided
- Unisex rest room
- Secured facility entry
- Ventilated hood systems
- Walk-in Cooler
- Storage areas

Facility Services Include:

- Trash removal
- Snow removal
- Pest control
- Sanitation equipment cleaning supplies and sanitizer
- Facility / grounds maintenance
- 240 single-phase voltage supply
- Municipal water / sewer
- Lighting / cooling / heating
- Equipment maintenance program

Available Equipment at the BKI:

- Six Burner Gas Range
- Convection Oven
- Two Gas Fired Baking Ovens
- 40 gallon Steam Kettle
- Walk-In Cooler - 640 square foot
- High Temperature Dishwasher
- Hand Wash Station
- Food Preparation Tables
- Aluminum Baking Sheets
- Two Bay Sanitizing Sink
- Broiler
- Griddle
- Steamer
- 40 quart Stand Mixer
- Digital Scale
- Commercial Food Processor

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Fee Schedule

Battenkill Kitchen, Inc.

Fees

Set Up Fee

\$50.00 for orientation of the kitchen and includes a \$25.00 BKI membership fee.

User Fee

\$25.00 per hour and includes free ½ hour post production cleaning time.

Per Batch Use Fee

Walk- In Cooler - \$10.00

BKI Membership – Optional

Executive Chef - \$100

Membership includes receiving the BKI newsletter and email to keep you posted about upcoming events and activities at the kitchen, one vote at the annual meeting, 10% discount for all classes offered by BKI, 10% discount when renting the kitchen, and a Thanksgiving pie of your choice. (Call for details regarding pie order.)

Chef de Cuisine - \$75.00

Membership includes receiving the BKI newsletter and email to keep you posted about upcoming events and activities at the kitchen, one vote at the annual meeting, 10% discount for all classes offered by BKI, and 10% discount when renting the kitchen.

Pastry Chef - \$50.00

Membership includes receiving the BKI newsletter and email to keep you posted about upcoming events and activities at the kitchen, one vote at the annual meeting, 10% discount for all classes offered by BKI.

Sous Chef - \$25.00

Membership includes receiving the BKI newsletter and email to keep you posted about upcoming events and activities at the kitchen and one vote at the annual meeting.

Chef de Partie - \$10.00

Membership includes receiving the BKI newsletter and email to keep you posted about upcoming events and activities at the kitchen.

Processing Food Products Rental and Use Policies Agreement

Battenkill Kitchen, Inc.

User Fees

- Scheduled kitchen production rental times will include a free half hour for post production cleaning.
- Scheduled production time is available on a first reserved, first served basis based on advanced reservation.
- Advance reservations are required. The Kitchen Manager may accommodate other requests on a discretionary basis.
- Off-hour production is from 8 PM to 6 AM seven days a week and available for members in good standing only.
- In the event of equipment failure or other facility issues that compromise production, credit for lost hours may be applied on a discretionary basis. Users MUST report within 24 hours of the occurrence to be eligible for a credit. I understand I will be financially responsible for any damage to the equipment due to any misuse.
- Cancellations and/or changes must be made seven (7) days in advance by email or in writing, and confirmed by the kitchen manager, to avoid being billed for all scheduled hours. A refund of up to 100% of the original scheduled User fee may be returned for cancellations made 7 days in advance.
- "No shows" and late cancellations will be billed at 100% of their scheduled production time.

Payment

- Production payment is expected at the end of each rental use or upon prior arrangement.
- All payments must be made in cash or by check. A \$25.00 fee will be charged for returned checks.
- All production rates and fees are subject to revision.
- All products claimed to be made in the BKI, must be made in the BKI and meet their food processing license and regulations.

Insurance

- Proof of insurance of the business is required.

I agree to the above stipulations and requirements and agree with the policies set by the Battenkill Kitchen, Inc.

Signature of User

Date

Name of Business