



Groups and Organizations

User Form

Group/Organization Information

Name: _____

Address: _____

Home Phone Number: _____ Cell Phone: _____

Business Phone Number: _____ Fax: _____

Email: _____ Website: _____

How would you like to use the kitchen space?

What equipment do you need to use?

When would you like to use the kitchen?

An Educational Facility For Growing Food Businesses

Will Lennon, President

PO Box 784, Salem, New York 12865

518-854-3032

Groups and Organizations
Battenkill Kitchen, Inc. Rental and Use Policies Agreement

User Fees

- \$25.00 per hour and includes free ½ hour post cleaning time. Not for profit rate available based on availability.
- Scheduled kitchen 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.
- 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.
- All payments must be made in cash or by check. A \$25.00 fee will be charged for returned checks.
- All rates and fees are subject to revision.

Deposits

- **Cleaning/Security Deposit**
\$50.00 is required upon signing the User Agreement. This deposit will be held to off set any costs incurred by the BKI in the event of non-compliance by a User with the sanitation procedures, damage of equipment, or cleaning fees. The total amount or balance will be refunded upon termination of Agreement and may be adjusted as needed.

Insurance

- Proof of insurance by the group or organization is required.

Any products processed in the kitchen are for an educational purpose or my own home use and will not be for retail sale. 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

January 2007

Battenkill Kitchen, Inc. Services and Facilities

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