

Use of BKI As a Commissary

Steps to Using the Battenkill Kitchen, Inc.

An Educational Facility For Growing Food Businesses

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 Department of Health for help with getting the health permit for your food business.
518-793-3893 (fax) 518-793-0427
Glens Falls District Office
77 Mohican Street
Glens Falls, NY 12801
3. Obtain liability insurance.
4. Sign the BKI Rental and Use Policies Agreement.
5. Pay required BKI fees and deposits.
6. Participate in the BKI Orientation prior to using the facility.

Battenkill Kitchen, Inc.
PO Box 784, Salem, New York 12865
518-854-3032
manager@battenkillkitchen.org
www.battenkillkitchen.org

Commissary User Application

Battenkill Kitchen, Inc.

Client Information

Name:

Business Name:

Address:

Home Phone Number: _____ Cell Phone:

Business Phone Number: _____ Fax:

Email: _____ Website:

Business Information

Describe business and kitchen usage:

Commissary Use of BKI

What is your primary reason for using the BKI?

- business startup
- food preparation for existing business

Other

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

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

What are your time constraints, if any?

Is your commissary use _____ 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 your business?

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 for your food preparation.

- Walk-in Cooler
- _____ kitchen utensils
- food processor
- _____ dishwasher
- other _____
- other _____
- 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
- Three Bay Sanitizing Sink
- Broiler
- Griddle
- Steamer
- 40 quart Stand Mixer
- Digital Scale
- Commercial Food Processor

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.

\$50.00 per hour for all High Fat – Lard Production

Per Batch Use Fee

Walk- In Cooler – Please inquire

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 annual “Gift of the Bounty” – a selected item from one of our many BKI producers.

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.

**Commissary Use of BKI
Rental and Use Policies Agreement
Battenkill Kitchen, Inc.**

User Fees and Policy

- 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 48 hours 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 48 hours in advance.
- "No shows" and late cancellations will be billed at 100% of their scheduled production time.
- Scheduled kitchen production rental times will include a free half hour for post production cleaning.
- Producers must clean the kitchen before leaving and agree to leave the kitchen in good clean condition. A charge of \$30 per hour will be charged if the kitchen is not left in satisfactory condition.
- Producers must complete the Shutdown Procedure List.

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 \$30.00 fee will be charged for returned checks.
- All production rates and fees are subject to revision.

Insurance

- Proof of insurance of the business is required.
- All products claimed to be made in the BKI, must be made in the BKI and meet their food processing license and regulations.

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

September 2009