



Use of the Battenkill Kitchen

A start up Kitchen for Specialty Food Production and Commissary Use

Welcome to the Battenkill Kitchen, located at the Historic Salem Courthouse in Salem New York. We're excited that you are interested in our facility and we are providing this information packet as an introduction to our 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 BK User Application.
2. Contact the Department of Health to obtain a health permit for your business.
518-793-3893 (fax) 518-793-0427
Glens Falls District Office
77 Mohican Street
Glens Falls, NY 12801
3. Obtain liability insurance and provide us with a copy of the certificate
4. Sign the BK Rental and Use Policies Agreement.
5. Pay required BK fees and deposits
6. Participate in the BK Orientation prior to using the facility.

Battenkill Kitchen
PO Box 140, Salem, New York 12865
518-854-3032
manager@battenkillkitchen.org
www.battenkillkitchen.org

Battenkill Kitchen

User Application

Specialty Food or Commissary

Client Information

Name: _____

Business Name: _____

Address: _____

Home Phone Number: _____ Cell Phone: _____

Business Phone Number: _____ Fax: _____

Email: _____ Website: _____

Business Information

Describe your business: _____

Specialty Foods: _____

Commissary: _____

Please check off equipment required to produce your product.

Steam Kettle Convection oven Commercial stove

Commercial mixer Walk-in cooler Kitchen Utensils

Food Processor Dishwasher Other

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Services and Facilities

The Battenkill Kitchen is a New York State 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
- Secured facility entry
- Ventilated hood systems
- Walk-in Cooler
- Rest room
- Trash removal
- Snow removal
- Pest control

Facility Services Include:

- 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 BK:

- 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

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Fee Schedule

User Fees and policies

- First join the Salem Community Center at the Juror level of \$100 annually. This affords you use of the kitchen. Kitchen rates are \$25/hour for the first 2 hours (2 hour minimum) and \$15 for each additional hour .
- Scheduled kitchen time is available on a first reserved, first served basis based on advanced reservation. Advance reservations are required through our convenient Google Calendar.
- Cancellations and/or changes must be made 48 hours in advance by email or telephone and confirmed by the kitchen manager to avoid being billed for all scheduled hours.
- "No shows" and late cancellations will be billed at 100% of their scheduled production time.
- Producers must clean the kitchen before leaving and agree to leave the kitchen in clean condition. A charge of \$30 will be charged if the kitchen is not left in satisfactory condition.
- Producers must complete the Shutdown Procedure List.

Insurance

- Proof of insurance of the business is required. A copy must be provided for State review.
- All products claimed to be made in the BK, must be made in the BK and meet their food processing license and all state regulations.
- A Certificate of insurance is required to be on file at the Kitchen prior to any use.

Payment

- Production payment is expected at the end of each rental use or upon prior arrangement. New clients will be asked to pay in advance. Credit card use is available.
- All payments must be made in cash, check or credit card. A \$30.00 fee will be charged for returned checks.

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Application Rental and Use Policies Agreement

I agree to the above stipulations and requirements and agree with the policies set forth here by the Battenkill Kitchen.

Signature of User

Date

Name of Business

January 2014

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