

# BURGAW INCUBATOR KITCHEN

## FEE SCHEDULE

**1. Kitchen Application Fee      \$25**

This fee will cover processing of an application, including coordinating with the appropriate regulatory agency, and the in-person interview with the kitchen administrator.

**2. Kitchen Orientation Fee      \$30**

This fee will cover a kitchen orientation for the designated certified food protection manager. During the orientation, the kitchen administrator will provide a tour of the kitchen facilities; review all kitchen rules, procedures, and regulations; and explain proper use and cleaning of equipment.

**3. Cleaning & Security Deposit      \$150**

This will be used to pay cleaning and/or damage costs for tenants who leave the kitchen in an unacceptable manner or damage equipment due to misuse. It will also cover the loss of any kitchen equipment or supplies during the renter's scheduled time. The fee will be placed into the tenant's rental account when kitchen hours are first rented. All tenants will be required to keep a balance of \$150 in this account in order to use the kitchen facilities. If you owe any portion of the deposit, you must pay the balance before using the kitchen again. This deposit may be refunded at any time after kitchen use, but a new deposit must be in place before new time may be scheduled.

If you are renting the facilities for one time only, the kitchen administrator may authorize a separate deposit check that will be held until after the kitchen has been inspected by an authorized representative and approved to be in good order.

**4. Kitchen Rental Fees\***

	<b>Prime Time (7am to 10 pm)</b>	<b>Off-Hours (10pm to 7 am)</b>
<b>Limited Use (fewer than 50 hours/month)</b>	Burgaw Rate— \$16/hour	Burgaw Rate--\$12/hour
	Out-of-Town Rate— \$20/hour	Out-of-Town Rate— \$16/hour
<b>Heavy Use (50+ hours/month)</b>	Burgaw Rate--\$14/hour	Burgaw Rate--\$10/hour
	Out-of-Town Rate— \$16/hour	Out-of-Town Rate— \$12/hour

Kitchen tenants may schedule a maximum of three months in advance, unless authorized by the kitchen administrator.

Tenants must schedule a minimum of two consecutive hours. Be sure to include time within your rental hours for adequate cleaning of facilities. Please also arrive at least 15 minutes before your scheduled time begins in order to inspect facilities so you are not charged for anyone else's mess or damage to equipment.

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\* The Burgaw rate is available for Burgaw residents, property owners, and business owners.

Tenants must give at least 48 hours notice to the kitchen administrator in order to cancel any time scheduled and receive a refund. Unless waived by the kitchen administrator for emergency situations, all prior fees shall be forfeit.

**5. Overnight Freezer Storage \$10**

Tenants may place items in the freezer for overnight storage in certain circumstances. Please contact the kitchen manager to determine if freezer will be available for use on each scheduled occasion. Any unauthorized items placed in the freezer or any items left in the freezer longer than twenty-four hours without prior approval may be removed and discarded by kitchen staff, and additional fees may be assessed.

**6. Overnight Dry Storage \$10/night or \$100/month**

Limited dry storage is available for overnight storage in certain circumstances. Please contact the kitchen administrator to determine if dry storage will be available for use on each scheduled occasion. Any unauthorized items left in the kitchen or depot facility or authorized items left dry storage longer than 24 hours without authorization may be removed and discarded by kitchen staff, and additional fees may be assessed.

**7. Culinary Classes see Kitchen Rental Fees**

**ALL FEES ARE SUBJECT TO CHANGE. ANY KITCHEN TIME SCHEDULED BEFORE THE RATE CHANGE WILL BE CHARGED THE CONTRACTED RATE.**

