

DRAFT Blue Ridge Food Ventures

Fee Schedule as of May 2016

The fees listed below are intended to help guide you in your business planning. Fees may change as the facility grows. We will give users as much notice as possible whenever changes in the fees are made.

Initial Tour and Consultation Fee \$75

Includes facility tour & overview of services offered: guidance on product development, regulatory issues and packaging. If you become a BRFV user, this applies as your orientation and application fee.

A tour for individuals or groups from out of the western North Carolina Region who might be interested in starting their own incubator facility is \$100 per hour.

Orientation and Application Fee \$75 one-time fee

This fee covers the required safety and sanitation training provided by BRFV as well as the one-on-one training necessary to use the facility safely.

Cleaning Deposit \$75.00 (non-refundable)

This amount will be to pay cleaning costs for Users who leave the kitchen in an unacceptable manner. This is a non-refundable deposit.

Security Deposit \$75.00 (non-refundable)

This will be applied to any damage or breakage caused by misuse of equipment. This is a non-refundable deposit.

User Fees \$ 30 per hour per production area; Maximum of 6 workers.

The first 1-35 hours per calendar month	\$ 30 per hour
The 36th-80 th hours per calendar month	\$ 24 per hour
All hours over 80 hours in a calendar month	\$ 20 per hour

Discount of 10% is available for after hours when booking the food processing area from 10:00 pm-6:00 am (after approval).

“Occasional Users”—Individuals wishing to prepare foods for their personal, immediate family consumption in small quantities that are not considered acidified foods, may, upon special request to the Director, use limited pieces of equipment in the kitchen during OFF hours when the facility is not in demand by business users. They are still responsible for the \$75 initial consultation fee.

“Packaging Rate” At the Director’s discretion, clients may use space in one of the 4 inspected food areas with *NO EQUIPMENT USAGE AT ALL*, only tables and space when available. The charge for this is \$11 per hour. This is on a “space available” arrangement in advance with the Director. This packaging rate is not available to clients who use the hand labeler, manual lot coder and heat sealer.

Our labeling rate for instances where clients are using the hand labeler, hand lot coder and foot operated heat sealer is \$15.00/hour. The normal production rate of \$30/hour applies to use of any *automated* sealers (tamper band, vertical band, vacuum), lot coder printers or labelers.

“Farmer Processing Rate”: for farmers experimenting with value-added products from their own produce for sale only on-farm or tail-gate markets. Not for wholesale sales of finished products. First 100 cases (total of all products) per year. **\$14 an hour.** This is to encourage small farmers to develop and test new products.

There will be a **half-hour set-up time** (30 minutes) allowed, off the clock, so that users may bring all their needed equipment and supplies into the kitchen and get set up for efficient processing. Clean up time is considered off the clock, within reason, at the end of each user's operation to insure thorough cleaning and sanitation. In consideration of the fact that cleanup is free from a facility rent standpoint, BRFV will have a **ZERO TOLERANCE POLICY** for messes left in the kitchens.

6. Cancellation and No-Show Fees - Clients using production areas fewer than 40 hours per month must make cancellations 24 hours in advance or will be assessed a cancellation fee of \$50. Clients who reserve production time and fail to show up with no prior notification will be charged at the normal hourly production rate for the time reserved. Clients using production areas more than 40 hours per month must make cancellations 5 business days in advance or will be assessed a cancellation fee of \$200 for each day cancelled. **BRFV management may waive cancellation fees on a case-by-case basis and at the sole discretion of the Director.**

7. Storage Fees—weekly and monthly. Cage storage and cooler/freezer storage are charged at the end of each month. Minimum storage rental for space in freezers is one month; coolers, one week.

	Users	Non-Users
Pallet in dry storage	\$ 20 month	\$ 30 per month
Pallet in cooler	\$ 32 month	\$ 38 per month
Pallet in freezer	\$ 45 per month	\$ 60 per month
Four-foot long shelf in cooler	\$ 20 per month	
Four-foot long shelf in freezer	\$ 30 month	
Dry storage: 6 x 6 cage	\$ 37 per month (one month minimum)	
Dry storage: 6 x 12 cage	\$ 74 per month (one month minimum)	
Speed racks in cooler/freezer	\$ 25 per month	\$ 40 month (cooler only)
Pallet in controlled temp room	\$ 30 month	\$ 40 month

8. Supplies Fee (required) \$ 2.50 per person per kitchen use

Includes cost of disposable aprons, hairnets, cleaning chemicals, mops, brooms, and garbage bags.

9. Optional Services

Zebra Label Printer — black ink only	\$.01 per label (please record on your Production Sheet)
Photocopies	\$.05 per copy (see Client Services Manager for code)
Dehydrators (Excalibur & Sausagemaker Brands)	\$14 per 24-hour period (or part thereof)

10. Ice Machine

Any amount from 1 scoop up to a 5-gallon bucket costs \$5.00. (a few ice cubes for a cup of water are free...) If you have a cooler, you will know how many gallons it holds, and you will write down that number on the sign-up sheet. The only exception is hot dog cart users where the cost of the ice is included in their monthly fees.

11. Storage Only

Persons who wish to use ONLY the dry or cooler storage facilities of BRFV will pay a **\$25 application fee** and the weekly or monthly storage fees as applicable. They are not required to take the Facility Orientation & Training, nor pay deposits, but they are required to abide by all other rules as set forward in the User agreements and Standard Operating Procedures.

12. Push Carts and Mobile Food Units

Operators of push carts (such as hot dog carts) who wish to use the BRFV facility as their commissary must carry the required product insurance with BRFV as additional named insured and pay the following fees:

- One-time orientation/application fee: **\$75**
- **Monthly fee of \$125** includes a shelf in the walk-in cooler if needed, and nightly storage of cart.
- Other kitchen use fees will apply as described above.
- **Push Cart with Daily Kitchen Prep**
 - **\$400** per month, includes all of the above plus one hour per day of kitchen prep and cooking. More than one hour per day is charged at \$30 per hour.

Mobile Food Truck operators who wish to use the BRFV facility as their commissary must carry the required product insurance with BRFV as additional named insured and pay the following fees:

- One-time orientation/application fee: **\$75**
- If they only need to access potable water and dump gray water, the charge is **\$50 per month**, with no storage or food preparation time/space included. Any additional use of the BRFV facility will incur the charges listed earlier in this document.

13. Receiving shipments or packages – if BRFV staff personnel receive and/or sign for packages at the front door or loading dock requiring forklift assistance and/or pallet jack:

- Loading/Forklift Fee: Use of forklift or personnel to load or unload pallets - \$12/pallet
- **It is the responsibility of the client to ensure that the delivered items are suitable for production activities. BRFV has no responsibility to ensure that the items are undamaged and suitable for production.**

14. Set up services.

- **\$30/hour** - BRFV staff will set up & sanitize equipment for clients. Time will vary depending on the production process. This service should allow clients to come into the facility and start their production process without dealing with the initial setup and sanitation.