



# Community Kitchen

## Policies and Procedures

### Checklist

The Farm Market has developed the Community Kitchen through the generous support of Bon Secours. Our purpose is to provide a certified kitchen space on a low cost rent-by-the-hour basis to culinary entrepreneurs, caterers, personal chefs, bakers or specialty food preparers. Get Cooking!

#### Getting Started:

- Read the Policies and Procedures
- Fill out an Application/Contract
- Pay the \$50 Deposit fee and the Rental fee for the number of hours that will be used (min. \$90) in advance.
- Provide a copy of your business license.
- Provide proof of Food Manager Certification.
- Provide proof of General and Product Liability insurance.
- Schedule an Orientation at the Kitchen.

#### Don't Forget to Bring Your:

- Pots / Pans
- Sheet Pans
- Small utensils
- Towels / Aprons
- Pot Scrubbers /Sponges
- Sanitizer / Soap
- Ingredients
- Wrap / Aluminum Foil
- Gloves / Hair nets / Hats
- Containers
- Cooling Racks

Five Points Community Farm Market  
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5PtsFarmmarket@gmail.com  
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#### Reserving the Community Kitchen

Reservations must be made and a completed application submitted at least two weeks in advance. The minimum rental period is 3 hours. Reservations can be made and rental fees and deposits must be paid at the Farm Market with a charge card or in cash. Phone interviews are required before renting. Email your phone number and the best time to call to: [5PtsFarmmarket@gmail.com](mailto:5PtsFarmmarket@gmail.com). **(Note: The Market will not receive any deliveries for users.)**

#### Cost

Payment is due in advance for the number of hours reserved. The kitchen rental is \$30 per hour. An additional deposit of \$50 is also required and will be returned if the kitchen is left in its original clean and organized condition. Cleaning time after the user's operation will be off the clock (you will not be charged for cleaning time) to insure thorough cleaning and sanitation.

#### Insurance

Food Businesses reserving the space must show proof of General and Product Liability Insurance for their business of at least \$1 million per occurrence that names the Five Points Partnership, Inc. dba/ the Five Points Community Farm Market as an additional insured.

#### Permitting

Business users must have a valid business license for their business. A valid Food Manager Certification is required for at least one on-site user who is producing products for resale. Additional individuals working with a Certified Food Manager or persons who use the kitchen (not for the purpose of resale) must have a Food Handlers card. (Food Handlers and Certified Food Managers classes are available from the City of Norfolk. <https://www.norfolk.gov/index.aspx?NID=166>)

#### Cancellation

Cancellations must be made 48 hours in advance or the deposit amount is forfeited. The rental fees paid in advance will be refunded.

#### No Show Fee - \$140

This fee will be assessed when time has been reserved but the user does not cancel 48 hours in advance. The \$50 deposit will be forfeited and a \$90 no show fee will be deducted from the hourly fees paid in advance.

#### Storage

Cabinet and drawer space is limited and is reserved for those who are renting the Kitchen on a regular basis. Fees will be determined based on space requested.

#### Tool Rental \$20 (You are encouraged to bring your own – you know what you need.)

There will be a box of tools available for rental. This will include (2) rubber spatulas, (1) metal whisk, (10) sets of latex gloves, (1) metal spatula, (1) vegetable peeler, (1) Mandolin, (2) metal tongs), (6) clean bar towels, (1) metal spoon, (1) slotted spoon.

#### Disclosures

Users agree to hold Five Points Partnership Inc., its collaborators and their employees harmless regarding any and all legal issues or food preparation abnormalities found against User that are out of the control of the Five Points Partnership Inc. and their employees.

Users agree to adhere to all rules of the Virginia Department of Health on proper food preparation. While Five Points Partnership is not responsible for the foods prepared by User, it does insist that the safety of the public at large be protected in accordance to food sanitation rules and regulations.

Users also agree that use of Kitchen is at the USER'S OWN RISK. Five Points Partnership accepts NO liability for any injuries incurred while in our facility and while under contract. This includes but not limited to: Slip and fall, burns, cuts, and any other unforeseen accidents that may occur in a normal kitchen atmosphere.