



## Fee Schedule



### **Initial Tour and Open House: Free**

- LEAP offers tours of the Kitchen by appointment only. Please do not arrive at the kitchen and ask for a tour unannounced.

### **Orientation and Application Fee: \$50**

Includes facility orientation, outline of safety and sanitation requirements

### **Annual Membership: \$100/year**

- 24/7 access to facility with dedicated key fob
- Access to reservation calendar
- Includes two 1-hour consultations with LEAP staff on product development, regulatory requirements, resources available, etc.
- Access to network of members
- Covers annual cost of equipment maintenance
- Mandatory for Users who are in the Kitchen more than 3 times per year

### **User Fees: \$20/hour per production area (Hot Kitchen or Bake Kitchen), maximum of 4 workers**

- Use includes access to all equipment in the reserved production area (either Hot Kitchen or Bake Kitchen), ware washing area, and cold storage during scheduled hours.
- 25% discount for booking both production areas at once, on a case-by-case basis

### **Discounted User Rate: \$15/hour per production area for certain businesses, including:**

- Registered 501(c)3 non-profits
- LEAP market vendors (must have applied, been approved, and set up a stall at either West End or Grandin Village Farmers Markets in the past six months to be eligible)
- Students and recent alumni (graduated within the past year) of the Virginia Western Community College Culinary Arts Program or Feeding America Southwest Virginia Culinary Arts Training at the Community Solutions Center

### **Late-Night Rate: \$15/hour per production area**

- Reduced hourly rate applicable from midnight to 6:00am daily

### **Mobile Unit Commissary Fee: \$50/month**

- Flat monthly fee includes potable water fill-up, waste water dumping, and first three hours of production time
- All production time beyond first three hours will be charged at regular rate

- Commissary fee will be charged to all mobile units each month; exceptions are available for seasonal business on case-by-case basis

**Occasional Use:** \$20/hour per production area

- User must pay one time Orientation and Application fee (\$50)
- User does NOT have to pay Annual Membership
- Intended for occasional use, no more than 3 times per year
- If a User plans to rent the Kitchen more than 3 times per year, he/she will be required to pay Annual Membership

**On-site Event Rate:** \$150

- 4 hours of exclusive use of Kitchen
- Tables (6-foot) and chairs and use of sun shades/vinyl enclosures and propane heaters on covered back patio
- User must still pay one time Orientation and Application Fee (\$50)
- Additional use of Kitchen for prep, storage follows normal rates

**Cleaning, set up, and break down**

- Time to bring in supplies, prepare for processing, and clean and sanitize their work space is not charged.
- Clean up time after you finish your paid production time is not charged. This is meant for jobs like mopping, sanitizing surfaces, and cleaning equipment, NOT washing dishes or storing products. Because of this, there is a *zero tolerance policy* when it comes to upholding standards of cleanliness after every use.

**Storage Fees**

- Reach in Freezer: \$15/month per half shelf
- Walk in Cooler: \$15/month per half shelf, \$30/month per full shelf. Full shelf measures 4ft wide x 1.5ft deep
- Dry storage on Metro shelves: \$20/month per bin. Bin provided. User can install their own lock, if desired.
- Worktop coolers are for day use only. No overnight storage in worktop cooler.