**HUBB Kitchens**

**Fee Schedule effective as of March 10th, 2023**

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

**Orientation Fee $150**

This fee covers the required safety and sanitation training provided by HUBB Kitchens as well as the one-on-one training necessary to use the facility safely and guidance on regulatory processes.

**Food Safety Training Class $200**

Become ServSafe Manager certified with our 8-hour training course that is nationally recognized. The fee covers the cost of classroom instruction, training materials, and exam. Certification is valid for 5 years.

**Monthly Membership Fee $125 with Non-Refundable $350 deposit**

This amount will cover the monthly in-house cost of towels/aprons use, cleaning chemicals, mops, brooms, garbage bags, and building maintenance. The user will be responsible for amount greater than the deposit based on actual damages or breakage.

**MOFU(Food Truck) Annual Membership Package $1200 (no deposit required)**

This amount will cover the monthly cost of towels/aprons, cleaning chemicals, mops, brooms, garbage bags, and building maintenance. The user will be responsible for amount greater than the deposit based on actual damages or breakage.

**Maximum of 4 workers per station. The minimum billable period is one hour.**

All clients are expected to have a minimum of $150 credit plan plus one (1) dry storage shelf ($200 total) or “Testing Package” ($275) or “The Basics” ($350).

**Credit Plan Rates**

Think of this like a prepaid credit card. Unused credit will expire each month.

$150 – Use this for hourly rentals, storage, or advisory services

$350 – Use this for hourly rentals, storage, or advisory services

**Hourly Kitchen Rental Rates**

“Testing Package” 10 hours per month $27.50 per hour($275/Month)

“Production Package” 20 hours per month $25.00 per hour($500/Month)

“Manufacturing Package” 30 hours per month $22.50 per hour($675/Month)

“Operations Package” 40 hours per month $20.00 per hour($800/Month)

**Food Truck Rental Rates**

“The Basics” - $350 (24/7 access, grey water & grease disposal, and dish machine)

“The Operator” - $500 (24/7 access, grey water & grease disposal, assigned prep table, extra storage, and dish machine)

All Mobile Food Units will pay $20/hr for access to Hot Cooking Equipment

**“Occasional Users”**—Individuals wishing to prepare foods for their personal or immediate family consumption or private event that are not considered acidified foods, may, upon special request of the Manager, use limited pieces of equipment in the kitchen during Monday to Friday 9am to 5pm when the facility is not in demand by business users and Community Manager is present. They are still responsible for the $200 Orientation Fee, Liability Insurance, and attending Safety/Sanitation Orientation.

There will be a15-minute window both before and after booking 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 ensure thorough cleaning and sanitation. In consideration of the fact that cleanup is free from a facility rent standpoint, HUBB Kitchens will have a ***ZERO TOLERENCE POLICY*** for messes left in the kitchens.

**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 plus a $50 “no show” fee. 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. HUBB Kitchens management may waive cancellation fees on a case-by-case basis and at the sole discretion of management.

**Storage Fees**

Four-Foot Wide shelf in Dry Storage - $50/month

Four-Foot Wide shelf in Walk-In Cooler - $50/month

Four-Foot Wide shelf in Freezer - $50/month

**Sysco**

Members will be extended NET 20 day TERM to pay for deliveries and Will Call pickups. Unless prior notice is approved by HUBB Kitchens management a 5% Late Fee will be added on Day 21. Deliveries will be key dropped and your order will be placed on your storage shelves. Members will be responsible for payment processing fees.

**Receiving shipments or packages**

Please inform HUBB Kitchens management of all deliveries expected. Packages are allowed to be left in Lobby area until client retrieval, but HUBB Kitchens has no responsibility for packages left in Lobby. It is the responsibility of the client to ensure that the delivered items are suitable for production activities. HUBB Kitchens has no responsibility to ensure that the items are undamaged and suitable for production.