



### Allen Market Place Rate Sheet

The Allen Market Place is mid-Michigan’s premier food hub, housing the Exchange (our online wholesale market for local foods), licensed incubator kitchens, cold & dry storage, rental space for events & meetings, and our year round farmers market. Our goal is to strengthen the relationship between our community and our farmers and food producers. We provide full transparency and traceability, sharing the stories of our farmers and processors. We offer farmers and food processors additional markets for their products, fair pricing, and a wide range of educational opportunities including ongoing technical assistance, marketing and business development. The Allen Market Place is an enterprise of the Allen Neighborhood Center, a non-profit organization working to strengthen mid-Michigan’s local food system since 1999.

Below are the rates for the use of our rental spaces: Kitchen (Cooking & Wash-Pack), Cold Storage, Dry Storage, Great Room, and Classroom. For more details, please contact Joan: 517-999-3912 [joann@allenneighborhoodcenter.org](mailto:joann@allenneighborhoodcenter.org) or John: 517-999-3923 [johnm@allenneighborhoodcenter.org](mailto:johnm@allenneighborhoodcenter.org)

Cooking and Wash-Pack Kitchens	Periodic Rental <i>One-time or occasional use</i>	Regular User		Anchor Tenant <i>Minimum of 16 hours/week for minimum of 6 months</i>	Deposit
		<i>Minimum of 4-8 hours/week for minimum of 6 months</i>	<i>Minimum of 9-15 hours/week for minimum of 6 months</i>		
Cooking Kitchen 7am – 9pm	\$24/hour	\$20/hour	\$18/hour	Negotiable	\$100
Cooking Kitchen 10pm – 6am	\$16/hour	\$16/hour	\$16/hour	Negotiable	
Wash-Pack Kitchen 7am – 9pm	\$16/hour	\$15/hour	\$14/hour	Negotiable	
Wash-Pack Kitchen 10pm – 6am	\$14/hour	\$14/hour	\$14/hour	Negotiable	
Licensing <i>Required by MDARD or ICHD for all renters.</i>	\$25				N/A

Dry Storage	Weekly	Monthly	Regular <i>6 month agreement</i>
Pallet or ½ shelf (pallet size is 3½’ deep by 4’ wide by about 4’ high)	\$7.50	\$27	\$17
Closed cabinet (4- 16”x3’ shelves) - <i>rented as full cabinet only</i>	\$18.75	\$70	\$60
2’x3½’ shelving unit (4 shelves) Rate per shelf	\$12.50 \$3.15	\$45 \$11.25	\$35 \$8.75

<b>Cold Storage</b> Coolers are kept at 38°F Freezers are kept at 0°F	<b>Weekly</b>	<b>Monthly</b>	<b>Regular</b> <i>6 month agreement</i>
<b>Reach-In Cooler</b> ½ fridge (4- 2'x2' shelves)	\$17.50	\$65	\$50
<b>Walk-In Cooler</b> 2'x6' shelving unit (4 shelves) Rate per shelf 2'x3½' shelving unit (4 shelves) Rate per shelf Dunnage Rack (2'x4')	\$27.50 \$7.00 \$17.50 \$4.50 \$15	\$106 \$26.50 \$66 \$16.50 \$55	\$96 \$24 \$56 \$14 \$45
<b>Chest Freezer</b> ⅓ Chest Freezer (appx. 7.3ft³) Basket (10"x21"x7")	\$9 \$4	\$32 \$15	\$26 \$12

### Kitchen Amenities

1. Cooking Kitchen rental includes use of workspace, food preparation and cooking equipment. Wash-Pack Kitchen rental includes use of workspace for washing & packaging of food and food products.
2. Limited cutlery and cookware is available. Professional cooks and chefs will likely wish to supply your own based on preferences. Please discuss all small-ware needs with Joan before your first session.
3. Cleaning supplies (paper towels, sanitizer, side towels, dish soap, and floor cleaning supplies) are provided by ANC. Users may supply their own personal use items (aprons, hair restraints, and gloves), or may utilize those provided by ANC.

**Scheduling Kitchen Time:** Kitchen renters shall request use of the Kitchen as early as possible. ANC will make its best efforts to create a schedule for use of the Kitchen that accommodates all renters' reasonable requests. The kitchen is carefully (and manually) scheduled in order to maximize resources and the time of all producers. Late arrivals can throw off the schedule. Please work to arrive at the time scheduled. If you are running late, let Joan know; if your production is taking longer than planned, please check in with Joan (517-999-3912; joann@allenneighborhoodcenter.org) or John (517-999-3923; johnm@allenneighborhoodcenter.org) to ensure that it will not impact the next producer.

**Cancellation of Reserved Time:** In order to ensure that maximum kitchen time is available to all clients, reservations may be cancelled at no charge up to two weeks in advance. Unless alternative arrangements have been made, the following fees will apply for cancellations. For sporadic (one time or occasional use) renters, if you wish to change (rather than cancel) your reservation, it will depend on availability of both space and staffing

Within 24 hours of scheduled start	1 hour rent for each 2 hour block (rounded up to nearest 2 hours); UNLESS kitchen is rebooked for same or larger slot
Within 25-72 hours of scheduled start	1 hour rent for each 4 hour block (rounded up to the nearest 4 hours); UNLESS kitchen is rebooked for same or larger slot

**Facility** ANC will provide the Kitchen renters with a clean and sanitary kitchen and with a checklist for renters to complete before and after use. All production and packaging of food products must take place within the Kitchen spaces. As this is a shared-kitchen and is frequently booked subsequently, it is the responsibility of each user to sanitize all surfaces and equipment before, during, and after use. All renters are responsible for leaving the kitchen as clean (or cleaner) as when they begin production. If any immediate cleaning is required in order for the next renter to begin, the cost of such will be deducted from your deposit at a rate of \$25/hour.

**Deposit** A one-time deposit of \$100 will be charged at the time of the initial reservation. This deposit covers cleaning (if the facility is not left as clean as it was found), equipment breakage and/or loss outside of normal wear and tear, and facility key as needed. You will be notified of any deductions to the deposit within 72 hours of occurrence. Deposits (minus deductions) will be returned upon request at the beginning of the month in which you do not schedule time. Should you wish to rent kitchen space later, the deposit must be re-submitted. A flat \$25 fee will be charged for time used during licensing inspection (for licensed clients with MDARD or ICHD) and/or Prep (walk-through/practice, set-up & clean-up) with all kitchen tenants. If denial of license is as a result of the condition of the kitchen, the \$25 will be waived.

**Monthly Fees** Renters are billed on the first of each month, payable by check or cash to Allen Neighborhood Center. Rent is due by the 10<sup>th</sup> of each month, after which a late fee of \$5 per day will be assessed.

## Rate Sheet for Room Rentals

The Allen Market Place Great Room is available for parties, engagements, weddings, fundraisers or any special event you are planning. The Great Room has a maximum capacity of 200 people for a stand-up mix and mingle event, and up to 100 people for a formal seated event. Outside catering is allowed for your event and if you are serving alcohol, a licensed bartender or other certified person must be provided. Tables and chairs are included in the hourly rate and linens, silverware and plates are available for rent.

The Allen Market Place also has a large classroom/conference room available for rent. This large room is ideal for hosting workshops and seminars, or meetings involving fewer than twenty people. The room includes a large conference table and Smart TV (with full access to Allen Neighborhood Center Wi-Fi) that will be available to you at no additional cost. Coffee service, or use of the Allen Market Place Kitchen, is available for rent in conjunction with the classroom, at an additional cost. The classroom is also available at a discounted rate when rented jointly with the great room- excellent for breakout sessions and side meetings.

If you are interested in catering for your event, ask us for a list of local caterers!

<b>Great Room</b>	<b>Business Hours Monday-Friday 9am-5pm</b>	<b>Evenings &amp; Weekends</b>
Rate	\$50/hour	\$75/hour
Assisted Set-Up & Clean-up Rate*	\$40/hour	\$60/hour
ANC Set-Up & Clean-Up Rate	\$100 flat rate	\$150 flat rate
Deposit**	\$150	
Full-Service Table Settings	\$1.00/person	
Black Linen Service	\$5.00 per linen	
Coffee Service	\$50-\$75	
Projector & Screen	\$50	
Podium & Microphone Stand	\$25	
Stage	\$50	
Sound System for Music	\$25	

\*ANC staff must be assisted by 3-5 people from your group for both set-up and clean-up.

\*\* The Deposit will be returned to the Renter within 7 business days, upon satisfactory inspection of the rented facility. Portions of the deposit may be retained to compensate for any damages or additional clean-up costs attributable to the renter. Deposits are non-refundable in the case of cancellations.

<b>Conference/Classroom</b>	<b>Business Hours Monday-Friday 9am-5pm</b>	<b>Evenings &amp; Weekends</b>
Classroom Only	\$25/hour	\$35 for first hour, \$20/hour thereafter
Rented with Great Room Package	\$15/hour	\$20/hour

For more details about room rentals please contact Joan: 517-999-3912 [joann@allenneighborhoodcenter.org](mailto:joann@allenneighborhoodcenter.org)