



Allen Neighborhood Center  
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## Kitchens and Greatroom Rate Sheet

Allen Neighborhood Center contains a robust food-hub, housing the Veggiebox Program, 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 Greatroom at Allen 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 (the Maker & Wash-Pack), Cold Storage, Dry Storage, Greatroom, and Classroom. For more details, please contact 517-999-3921 or [events@allenneighborhoodcenter.org](mailto:events@allenneighborhoodcenter.org)

Maker and Wash-Pack Kitchens	Hourly Rate	Startup Fee	One Time Use Hourly Rate
<b>The Maker Kitchen, powered by Lake Trust</b>	\$20* (\$16 overnight)**	\$50	\$25
<b>Wash-Pack Kitchen</b>	\$15		\$18
<b>Licensing (required by MDARD or ICHD for all licensed renters)</b>	\$25		N/A

\*\$20 discount with 12 hour monthly prepay; \$40 discount with 24 hour monthly prepay

\*\* Overnight hours are 10pm – 6am.

Cold Storage Coolers are kept at 38°F Freezers are kept at 0°F	Weekly	Monthly
<b>Reach-In Cooler</b> ½ fridge (4- 2'x2' shelves)	\$17.50	\$65
<b>Walk-In Cooler</b>		
2'x6' shelving unit (4 shelves)	\$27.50	\$106
Rate per shelf	\$7.00	\$26.50
2'x3½' shelving unit (4 shelves)	\$17.50	\$66
Rate per shelf	\$4.50	\$16.50
Dunnage Rack (2'x4')	\$15	\$55
<b>Chest Freezer</b>		
¼ Reach-In Freezer (2'x2' shelf)	\$5	\$20
Basket (10"x21"x7")	\$6	\$18

Dry Storage	Weekly	Monthly
Pallet or ½ shelf (pallet size is 3½' deep by 4' wide by about 4' high)	\$7.50	\$20
Closed cabinet (4- 16"x3' shelves) <i>rented as full cabinet only</i>	\$18.75	\$60
2'x3½' shelving unit (4 shelves)	\$12.50	\$45
Rate per shelf	\$4	\$12
2'x 2 ½' shelving unit (4 shelves)	\$10.00	\$40
Rate per shelf	\$3	\$10

### Kitchen Amenities

1. The Maker Kitchen powered by Lake Trust 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 the Kitchen Manager 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 the Kitchen Manager know; if your production is taking longer than planned, please check in at (517)-999-3921 or [events@allenneighborhoodcenter.org](mailto:events@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 renters with a clean and sanitary kitchen and with a checklist to complete 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 this service will be charged at a rate of \$25/hour.

**Start Up Fee** A one-time startup fee of \$50 will be charged at the time of the initial reservation.

**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 \$1 per day will be assessed.

## Greatroom and Conference Room Rentals

The Greatroom at Allen Place is available for parties, engagements, weddings, fundraisers or any special event you are planning. The Greatroom has a maximum capacity of 100 people for a stand-up mix and mingle events or 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 Greatroom at Allen Place also has a conference room available for rent. This room is ideal for hosting workshops and seminars, or meetings involving fewer than 16 people. The room includes a large conference table and TV monitor (with full access to Allen Neighborhood Center Wi-Fi) available to you at no additional cost. Coffee service, or use of the Maker Kitchen, is available 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 our on-site and/or local caterers!

Great Room	Business Hours Mon.-Fri., 9am-5pm	Evenings & Weekends	Holidays & Weddings
Rate	\$50/hour	\$75/hour	\$200/hour
Assisted Set-Up & Clean-up Rate*	\$40/hour for each	\$60/hour for each	\$150/hour for each
ANC Set-Up & Clean-Up Rate	\$100 flat rate for each	\$150 flat rate for each	\$250 for each
Deposit**	\$150		\$250
Full-Service Table Settings	\$1.00/person		\$2.00/person
Black Linen Service	\$5.00 per linen		\$5.00 per linen
Projector & Screen	\$50		\$50
Podium & Microphone Stand	\$25		\$25
Stage	\$75		\$150
Sound System for Music	\$25		Availability may Vary

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

\*\* The Deposit will be applied to total rental costs. Deposits are non-refundable in the case of cancellations.

Conference/Classroom	Business Hours Monday-Friday 9am-5pm	Evenings & Weekends
Classroom Only	\$25 for first hour \$15/hour each additional	\$35 for first hour \$20/hour each additional
Rented with Great Room Package	\$15/hour	\$20/hour

For more details about room rentals please contact: 517-999-3921 [events@allenneighborhoodcenter.org](mailto:events@allenneighborhoodcenter.org)