

# CITY CENTER MARKET & KITCHEN

## FEE SCHEDULE: All Uses

*City of Florence \* 200 Sanborn Street*

*Contact: Local Foods Initiative Coordinator 843-665-2047*

- Full Facility (outdoor/grounds and restrooms. Does not include kitchen or any other enclosed space except restrooms.)
- Commercial Kitchen & Commissary
- Leased Production Space (11'x22')
- Individual Vendor Open Air Space (farmers market)
- Food Truck Vending

<b><u>Full Facility Use full/outdoor only</u></b>	<b><u>Notes</u></b>
Availability: hourly as available (6am-2am)	\$100 deposit
Process: Permit 30 days in advance.	
Cost: Civic events are free with deposit. Revenue-producing or private events: \$25/hour	
<ul style="list-style-type: none"> <li>• Charge over scheduled reservation period: \$40/hour</li> </ul>	
<i>The space is intended as a special event location. Frequent, repeat events will be considered on a case-by-case basis.</i>	
<b><u>Leased Tenant Spaces (3 available)</u></b>	
Availability: Annual lease. 4 year maximum. 3 spaces.	\$400 deposit
Process: Application	
Cost: \$23 per square foot, rent subsidized in first 3 years.	

<p><b><u>Farmers Market Vendor Tent (35 available per market day)</u></b></p>	
<p>Open air, tent/table farmers market</p>	
<ul style="list-style-type: none"> <li>• Availability: multi-day, year-round. See schedule.</li> </ul>	
<p>Process: application to City Center Farmers Market</p>	
<p>Cost: \$10 per 10x10 tent space per market day \$20 for mobile vendors, except \$10 for current commissary users</p>	
<p>Late Cancellation / NoShow: \$5. No refund/rollover.</p>	
<p><b><u>Mobile Food Units (5 spaces with electrical hookup)</u></b></p>	
<p>Mobile Vendors are allowed during special events, including the City Center Farmers Market.</p>	
<p>In order to vend at 200 Sanborn Street (City Center Market facility) during other times, vendor must be a fully approved and trained Registered User of the City Center Market Kitchen (CCMK).</p>	
<ul style="list-style-type: none"> <li>• Availability: weekdays and Saturdays, year-round. 7am-9pm within zoning rules.</li> </ul>	
<ul style="list-style-type: none"> <li>• Rentable up to 6 months, renewable up to 2 months in advance except if NoShow/Late Cancellation</li> </ul>	
<ul style="list-style-type: none"> <li>• Process: Contact City office to schedule dates/pay fees. 843.665.2047</li> </ul>	
<p>Cost: \$10 per space per day</p>	
<p>Late Cancellation / NoShow: No refund for the date. Repeat no-show: Refund for any future reservations and lose reservation for those dates.</p>	

<b><u>Commercial Kitchen</u></b>	Kitchen closed 2:30pm-3:30pm weekdays, except on case by case basis.
Availability: hourly 24-7, as available and as commissary.	
Process: contract	
Cost: depends on type of use	
<ul style="list-style-type: none"> <li>Commissary for offsite food businesses (e.g. catering, food truck): \$50/month and mobile vending access to 200 Sanborn Street location as available.</li> </ul>	<i>Trash, oil disposal. No overnight parking.</i>
<ul style="list-style-type: none"> <li>Use of kitchen for production, including clean up: \$18 per hour</li> </ul>	\$200 Deposit (refunded or renewed at end of calendar year)
<ul style="list-style-type: none"> <li>Use of kitchen for post-production. Ideal for farmers, this fee is for those who wish to only package or carry out any other post-production activity which requires minimal-to-no use of equipment or kitchen space. This status requires evaluation by the kitchen manager and will still be regulated by SCDHEC and/or SCDA.</li> </ul>	\$12/hour
<ul style="list-style-type: none"> <li>Orientation and safety/sanitation training: 1<sup>st</sup> time free. Additional sessions, \$25.</li> </ul>	
<ul style="list-style-type: none"> <li>Supplies Fee, per kitchen reservation (cleaning chemicals, towels, 2 garbage bags. Use of mops, brooms): \$3 per use</li> </ul>	Supplies fee assessed at year end or reduced from Deposit.
<ul style="list-style-type: none"> <li>Storage Freezer (3 available) for current kitchen Users: \$40 per month</li> </ul>	
<ul style="list-style-type: none"> <li>Storage Refrigerator (5 available): for current kitchen Users: \$40 per month</li> </ul>	
<ul style="list-style-type: none"> <li>Dry-Storage, Lockable Cage (6 available) for current kitchen Users: \$30 per month</li> </ul>	
<ul style="list-style-type: none"> <li>Overstay reservation time: \$30 first 15 minutes, \$30 each half hour thereafter.</li> </ul>	
<ul style="list-style-type: none"> <li>Late Cancellation/NoShow: forfeit fees.</li> </ul>	

<ul style="list-style-type: none"> <li>• Equipment or Facility damage, including lost key.</li> </ul>	Replacement cost. Deducted from Deposit or assessed.
<ul style="list-style-type: none"> <li>• <b>Facility Failure:</b> In the event of equipment failure or other facility issues that compromise production, no charge will be made to User for lost hours. Users MUST fill out a Facility Incident Report within 24 hours of the occurrence to be eligible for a credit</li> </ul>	

Additional expenses to user apply such as product & personal liability insurance, and food safety certification. See contract.

Mobile Food Truck operators who wish to use the CCMK facility as their commissary must carry the required product insurance with City of Florence as additional named insured.