

DER Kitchen, LLC

Getting Started Guide

David Roberts' mission with DER Kitchen is to provide a commercial kitchen for rent to culinary entrepreneurs by providing an affordable solution to the space, time, and expense of owning or renting a kitchen of their own full time. Upon completion of the extensive build out, DER Kitchen's facility, located at 2501 Main Street, Columbia, SC 29201, will have two (2) private kitchens ("Catering Kitchen" and "Baking Kitchen"); each will be commercially equipped, permitted by the South Carolina Department of Health & Environmental Control (SCDHEC) and, as applicable, inspected by the South Carolina Department of Agriculture (SCDA).

Whether you want to start or grow a catering, personal chef, baking, specialty foods, or meal preparation/delivery business, our kitchens can serve as the base of operations for your business. Our kitchens may be reserved by the hour, day, week, or month on a first come-first serve basis. The following are steps to get your business operating from our kitchens as smoothly as possible.

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APPLICATION PROCESS

Step 1: Application and General Requirements for ALL Businesses

- A. OBTAIN a DER Kitchen Membership Application online through the “Sign Up” button at www.derkitchen.com, or email David at der@derkitchen.com or my kitchen manager, Smiley at smiley@derkitchen.com.
- B. If you want to receive some updated information via the DER Kitchen Constant Contact email service, please text the word derkitchen to 22828 or again, just send us an email that you would like to be on the list.
- C. SUBMIT YOUR APPLICATION AS SOON AS POSSIBLE: Please submit your application and fee via email or you can snail mail it to us: DER Kitchen LLC, P.O. Box 345, Columbia, SC 29202 or fax to 803-779-3006. We need the applications as soon as possible to begin the file and process.
- D. THEN, SUBMIT the documents listed on DER application (i.e. Proof of Insurance business license, etc... (Please make sure the name on the application matches with the name on the documents so we can place them in the correct file).
- E. PAY a one-time, non-refundable \$75.00 processing fee via credit/debit card number on the application or mail a check to DER Kitchen at the address provided above in Section C.

Sorry, it costs money to run background checks to meet my own insurance needs as well as protecting all future renters as best possible.

One of the managers at DER Kitchen will notify applicants about their “Pre-Approval” status once we have received the application and necessary documentation. Once we have the application and all the documents, we can schedule a meeting to finish the process as outlined below.

Step 2: Pre-Approval & General Requirements for ALL Businesses

Upon pre-approval, business applicants will need to take the following actions:

1. Schedule a meeting with a manager at DER Kitchen. At that meeting, please be prepared:
 - a. To discuss your plans for use of the kitchen in detail.
 - b. To determine the exact dates and times of your use of the kitchen.
 - c. To sign the User Agreement.
 - d. To make a payment for the deposit and time reserved for the kitchen for the next month (via credit card, check or cash).
 - e. To attend a brief training session to review the kitchen equipment and policies.
 - f. To sign a verification of the DER Kitchen Policy and Procedure Handbook (reviewed at this meeting).
2. Make plans for your time in the kitchen (purchase any last minute small wares and set up account with local food vendor(s) as needed.

Upon successful completion of all Step 2 requirements, DER Kitchen will issue a letter to the Columbia Business License Department so you can get your business license. We will also notify the local SCDHEC representative that you are working in the kitchen. This is the last step before you can begin operations (for everyone except for food processors...you need to schedule a visit with the SC Department of Agriculture for your onsite inspection).

Step 3: Complying with Specific Food Safety Regulatory Requirements

DER Kitchen's facilities are currently permitted by the SCDHEC and, as applicable, will be inspected by the SC Department of Agriculture (SCDA).

The types of food products your business produces or intends to produce will determine how your business is/will be regulated and by which of these and/or other related authorities, e.g., US Department of Agriculture. Furthermore, if your food business conducts interstate commerce, it also may be subject to Food and Drug Administration (FDA) requirements.

To help your business navigate through and comply with applicable food safety requirements and get your business operating legally from our kitchens, we have identified key requirements in accordance to two (2) main food business categories:

Food businesses are those businesses that produce, prepare, assemble, or provide food for immediate consumption by the public to include but not limited to: Caterers, Meal Preparation and Delivery Operations. Food Businesses are primarily regulated by SCDHEC and because DER Kitchen's facility is located in Richland County, SC, the SCDHEC will have jurisdiction. [No Retail Business License Needed]

Food Processors are those businesses that manufacture, produce, process, and offer packaged food for sale (retail or wholesale) to include by not limited to: Specialty Food Producers and Bakers. In the State of South Carolina, Food Processors fall within the jurisdiction of SCDA. [SC Retail Business License Is Required]

****If you are interested in a Food Processing business that will require a Department of Ag inspection, please make sure to highlight that in your application. It is no sweat, but we have to notify SCDHEC and SCDoA about your plans and our approval of your using the kitchen. Just another small hoop in the SC Regulations.**

DER Kitchen Rental Rates-Monthly

\$/Hour					
35					
30					
25					
20					
15					
	Hourly	10-20	21-30	31-40	40 or >
	Hours Per Month				

Rental Rates Explanation/Examples

The rates are set to reduce as the hours of use per month increases. If you renting Hourly, which would be considered less that 10 hours, you would pay $\$35 \times 10 = \350 . This is intended for groups/individuals that only need the kitchen for a special event. If you book 10-20 hours for the month, you will pay \$30 per hour so 15 hours in a month would cost \$450 for the month. At the other end of the table, once you are over 40 hours per month, you are set at \$15 per hour for that month.

The kitchen is rented hourly. If you go into another hour, you are billed for the entire hour.

Hours will be determined at the beginning of each month by scheduling your time on the DER Kitchen Calendar. Then the manager will add up the hours, multiply it by your designated rate and card your credit/debit or take a check in advance.

If you need extra hours that month, and there is time available, you will pay the hourly rate that was applicable for the number of hours you booked at the beginning of the month.

Food Carts/Trucks Base of Operation Fees

For the basic Base Station service to meet SCDHEC requirements, we are charging the following:

Carts..... \$150.00 per month Trucks.....\$350.00 per month

The difference in price is due to the anticipated amounts of storage space needed.

The basic service means that the cart/truck operator will have access to the building in the morning to pick up food (15-30 minutes...no cooking...some prep may be done if space is available at that time), and then access to the building in the afternoons for any clean-up needs (15-30 minutes...no cooking).

If you are a cart or truck operator and you anticipate needing a significant amount of kitchen time for cooking/prep, please include that information in the application. We may suggest another pricing structure when we call to set up your meeting.

Special Rates:

We may announce some special rates in the near future for things like outdoor cooking (smoker/Weber), and simple food prep areas for those times you only need to chop/slice, portion, etc... (i.e. Salads, sandwiches, condiments). Please call the office that information at this time.

Penalty Rates:

We cannot have renters going over their allotted times. It is not fair to the renter next on the schedule. **Any time over your allotted time is automatically rounded up to the next hour and charged and a rate of 1.5 times your rental rate at that time.** Repeat offenders that go over their hours will be in violation of the rental agreement and risk losing their membership to the kitchen.