

Kitchen Rental Process and Fee Schedule

Artisan Food Center Commercial Kitchen

700 Artisan Way, Suite D, Dayton, WA

1. Review the **User Agreement** and its 4 attachments: *Kitchen Rules, Health and Cleanliness Rules, Sanitation and Safety Rules, and Food Handlers Cards and Other Permits*. This agreement is available online at www.bluemountainstation.com or at the Port office at 1 Port Way, Dayton.
2. Contact the Port of Columbia to reserve hours for kitchen use, or view the **Kitchen Use Calendar** at www.bluemountainstation.com and reserve time there.
3. Call 509-382-2577 or email auditor@portofcolumbia.org to set up a time to sign the agreement and get a key to the kitchen. All users must sign a *User Agreement* prior to working in the kitchen and pay the following fees and deposits:
 - ✓ **\$10 per hour kitchen use fee**
 - ✓ **\$10 key deposit**, which will be returned to you when the key is returned.
 - ✓ **\$50 cleaning deposit**, which will be returned to you if the kitchen is left in a clean and usable condition
4. **The kitchen may be rented daily between 7 am and 11 pm.** Users should park and enter the kitchen from the rear entrance. The light switch is just inside the back door. A public restroom is located on the east end of the Artisan Food Center for use by kitchen renters.
5. All users of the Artisan Food Center Commercial Kitchen are required to have a **current Food Handler's Permit**. A Food Handler's Permit can be obtained through the Columbia County Health Department on Fridays or online at www.foodworkercard.wa.gov. The cost is \$10 and the permit is good for 2 years.
6. There may be other permits required depending on your activity. Please read the **Food Handler's and Other Permits** document on our website, or check with the Columbia County Health Department or the Washington State Department of Agriculture to make sure you have all necessary permits.

Please contact the Port of Columbia with any questions or concerns regarding the Artisan Food Center Commercial Kitchen.

Jennie Dickinson, Port Manager

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509-382-2577

509-520-4341 cell