

Mercer County Commercial Kitchen Guidelines 2015

Mission: To provide a professional, permitted working environment for individuals who are exploring the production of value-added fruit, vegetable, and baked products for resale and to encourage the use of locally grown and produced products.

Guidelines:

1. The permitted kitchen at 560 Linden Ave, Harrodsburg, Kentucky is open to residents of Washington, Woodford, Franklin, Boyle, Lincoln, Jessamine, Fayette, Mercer, and Anderson Counties only. Priority will be given to those individuals adding value to their farm-raised products. Individuals outside this area will be accommodated wherever possible but priority will be given to the above mentioned counties.
2. The kitchen may be reserved in (4) hour time blocks, with 3 time blocks per day. Time slots are (1) 8:00 am to 12:00 pm; (2) 1:00 pm to 5:00 pm, and (3) 6:00 pm to 10:00 pm. Individuals may reserve a maximum of two slot per day for no more than 2 days per week. Time slots are only available Monday-Thursday.
3. Rates for the space is as follows:
\$30.00 per slot per day for farmers market members or \$75 per slot per day for non members, payable in advance. Failure to pay for a kitchen slot will result in your slot will be given to someone else. Fees may not be split.

The Mercer County Fair Board cannot provide storage space. User of facility must bring items/produce each time they process.

4. All spots are reserved on a first come, first served basis. No waiting lists will be created; however, you may call in to recheck on reserved time slots.

Users can reserve a specific time slot two weeks in advance only. Due to the interest in specific time slots, producers will not be able to reserve a particular time for an extended period. For example, a producer cannot call and reserve every Tuesday evening for the entire year. Every two weeks, each producer must call in to reserve time slots for that period on a first call first reserved basis beginning at the start of office hours on Monday. We will not reserve the kitchen space using our voice message system.

5. Time slots must be paid for in advance. You must pay deposit for time slot within 48 hours of placing reservation and pay reservation fee at least 48 hours in advance of reserved time or date. Failure to prepay may mean your slot will be given to someone else. If you fail to cancel your reserved time slot or cancel with less than 48 hours notice before reserved time or date you will not receive a refund.
6. Individuals utilizing the space are responsible for supplying all their own ingredients, canning supplies, utensils, and recipes.

7. Individuals are responsible for all clean-up including cleaning stoves, cleaning sinks, wiping down tables, sweeping the floor and taking out the trash. Trash cans and cleaning supplies will be provided by the Mercer County Fair Board. **Individuals not cleaning the kitchen properly will lose their deposit may be refused future use of the kitchen.**
8. Canning of low-acid foods (green beans) or those foods requiring pressure canning will not be allowed. Only foods, which can be safely processed in a water bath canner will be allowed. Such foods include most fruit jams and jellies. Candies, baked goods and beer cheese are also allowed. Other foods such as pepper jellies, pickles, salsa, and tomato products (including BBQ sauces and hot sauces) will require approval from a Process Authority and the State Health Department.
9. For those individuals microprocessing, a certificate showing completion of the required Homebased Microprocessor educational training offered by the University of Kentucky will be required prior to processing. All microprocessing requires a process schedule (recipe) approved by the University of Kentucky **and a permit to operate from the State Health Department.**
10. Each processor must have proper health department certification. Each processor must complete the **Food Handler's Certification Program through the Mercer County Health Department. As of 9/9/11, all certifications are done online and instructions are attached. Once the course is completed, a printed certificate and \$5.00 must be submitted to the Environmental Office of the Health Department to receive your food handler's card.**
11. Facility will be opened for you at your scheduled time slot.
12. The Mercer County Fair Board requires each processor to carry Liability Insurance coverage in the amount of \$1 million dollars. Liability policies are available through local insurance agencies. Users are liable for any breakage or damage resulting from their use, and must supply the Mercer County Fair Board proof of insurance prior to use of the kitchen.
13. **Processors who are not permitted as Home Based Microprocessors are required to obtain a General Food Manufacturer Permit through the State Health Department. To obtain this permit, contact Annhall Norris, Area Food Inspector for Mercer County at 859-236-8159. This requires an inspection of your production at the kitchen location so advance notice is required. Please call the office to book the kitchen space for the day of your inspection so there is no kitchen conflict.**
14. Each processor must have their labels approved through the Food Safety Branch of the State Health Department. Labels are submitted to Annhall Norris by email at Annhall.Norris@ky.gov. A label proof is required during the inspection in order to determine compliance with the allergen act. Mrs. Norris is available for questions at (859) 236-8159.

15. **Processors may wish to purchase a Mobile Retail Market** permit from the Mercer County Health Department. This permit is required to sell commercially manufactured products at the Farmers Market as well as at festivals, bazaars, and other activities.

16. This kitchen facility, like all kitchens, poses substantial risk of harm from sharp instruments, hot items, and numerous other hazards. Users assume all risk of harm that might result from use of the facilities, waive any claim that might arise out of this activity, and agree to release and hold harmless representatives and volunteers specifically including but not limited to the Mercer County Fair Board harmless from any and all obligations, liabilities, claims, demands, costs, and expenses, including attorney's fees, or demands of any kind and nature whatsoever which may arise by or in connection with use of the facilities.

17. The Mercer County Fair Board reserves the right to post additional rules in the kitchen as needed. Users agree to abide by any and all rules posted in the kitchen.

I have read and understand the guidelines and have expressly noted and agreed to the assumption of risk, waiver and hold harmless contained in paragraph 16. I understand that failure to comply with the guidelines may result in my being refused use of the kitchen facilities.

Signature

Date

Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Daytime Phone Number: _____