



INFORMATION PACKET

Thank you for inquiring about the BEGIN New Venture Center (BNVC). As an innovative community partnership program in small business incubation, the BNVC provides a supportive entrepreneurial environment and facilitates new venture creation.

After carefully reviewing the information in this packet, please complete our brief questionnaire (available at www.beginstl.org) and send it to: BEGINinfo@st.patrickcenter.org. Once we have received your questionnaire, a staff member will call you to follow up.

BNVC Client Services Package

We offer two participation plans:

Resident Clients are located in the incubator and have direct access to our services while benefiting from daily face-to-face interaction with BNVC staff and other incubator clients.

Culinary Clients benefit from a brand-new, state-of-the-art 2000 sq. ft. shared-use commercial kitchen facility in addition to the standard services & amenities offered to all BNVC Clients.

When accepted into the incubator, our clients are encouraged to show entrepreneurial initiative throughout a milestone-based advisory process, and are linked to a network of professional services. We strive to foster an environment of collaboration, accountability, and response to individual needs.

Individualized Service

We are committed to providing each of our clients with an individualized assistance program that takes into consideration their particular needs at every stage of their growth. BNVC clients work directly with the BNVC Director on an ongoing process that includes:

- Individualized assessment of strengths, weaknesses, and needs
- Assistance in developing an Initial Action Plan
- Supportive, milestone-based mentoring

THE BEGIN NEW VENTURE CENTER is a small business incubator committed to creating a diverse and dynamic environment where companies build upon their potential for positive personal and community outcomes consistent with business success. BEGIN is a program of St. Patrick Center.



St. Patrick Center
Building Permanent, Positive, Change.



Professional Support Network

Our clients benefit from the knowledge, skills and experience of our on-site staff as well as the resources and expertise of an extended support network. Services offered include:

- Marketing assistance
- Access to experienced service providers
- Counsel from subject matter experts/mentors
- Entrepreneurial and business training services
- Proximity to other entrepreneurs from whom to learn and gain skills
- Access to a ready, willing, and able workforce

Amenities

Our client companies have access to our state-of-the-art business facilities and to a variety of services including:

- Professional business address
- 24-hour access to building, seven days a week
- On-site facility administrator services during business hours
- Attractive professional office décor
- Two conference rooms with seating up to 16
- Access to 250 seat auditorium with break-out rooms (when available, fee-based)
- Lunchroom facilities
- Complimentary coffee
- Copy Machine and Fax Machine
- On-site camera monitoring
- Trash Pick Up
- Nighttime and weekend security escort service provided through the Downtown Partnership
- Convenient nearby parking at minimal cost



Available Spaces and Fee Schedule

The Lease Fee for BNVC Incubator Companies will be based on the following schedule, but may vary from this schedule according to individual client circumstances.

Resident Clients

SUITE NUMBER	SQ.FOOTAGE	MONTHLY RENT	DESCRIPTION
439 – 441	115	\$140.00	Internal Offices
451 – 455	125	\$180.00	Window Offices
406	360	\$300.00	Large Window Office
409	285	\$237.00	Large Window Office
425	708	\$590.00	Office/Production
429	761	\$634.00	Office/Production
430	754	\$628.00	Office/Production
431	485	\$404.00	Office/Production

Shared Use Kitchen Clients (Graduated Pricing Plan)

Minimum Usage Fee (Flat Rate per Month) (Includes up to 15 hours/month usage)	\$100.00
Excess Usage for companies < 6 months as a Culinary Resident (Hourly rate above 15 hours in any month)	\$7.00/hour
Excess Usage for companies > 6 months as a Culinary Resident (Hourly rate above 15 hours in any month)	\$10.00/hour
Cooler (\$ Per Square Foot/Month)	\$2.00
Freezer (\$ Per Square Foot/Month)	\$5.00
Dry (\$ Per Square Foot/Month)	\$1.00
Cleaning supplies and apparel	\$20.00/month

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Client Selection Criteria

We select start-up or emerging ventures based in large part upon the potential fit of a venture's offering with marketplace needs and the individual's commitment to develop the critical skill sets for success. We give preference to proposed ventures that are sensitive to St. Patrick Center's mission of creating permanent, positive change in people's lives.

The primary criteria used in evaluating prospective clients:

(1) Start-up & early stage companies and nonprofit organizations

(2) Potential for future success and growth

Determined by review of business plan that identifies business opportunity; realistic financial projections; and the owner or manager's applicable knowledge, experience, and commitment to the process.

(3) Sensitivity to the mission of St. Patrick Center

St. Patrick Center provides opportunities for self-sufficiency and dignity to persons who are homeless or impoverished. Preference will be given to businesses and organizations which support that mission upon entering the incubator in one of the following ways:

- As a potential employer of St. Patrick Center clients
- As a provider of services that further the mission of St. Patrick Center



Summary of Lease Terms

The following summary is general overview of the terms inherent to any subsequent agreements between the BEGIN New Venture Center (“BNVC”) and a resident client (the “tenant”) following application approval. This summary is for informational purposes only and should not in any way be construed as an offer of acceptance to the BNVC.

Location

The BEGIN New Venture Center
St. Patrick Center
800 N. Tucker Blvd., 4th Floor
St. Louis, MO 63101

Use of Premises

The incubator premises will be used by the tenant as secure commercial space for the purpose of operating its business.

Leased Premises

Suite number and accommodations shall be determined according to space availability and business need.

Lease Term

A one year Initial Term with subsequent annual renewal options thereafter according to business need.

Lease Fee

The Lease Fee along with any additional service and amenity fees will be based on a set schedule, but may vary from that schedule according to tenant circumstances. All fees are payable on a monthly basis according to the Lease Agreement. It is the sole responsibility of the tenant to procure telephone, internet, furniture, and/or other third party services according to business need.

Escalation

The lease fees will increase from 5%-10% for each subsequent renewal period based on individual client circumstance & BNVC Director discretion.

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Security Deposit

Upon signing of a Lease Agreement, the tenant will pay an amount equal to one month's Lease Fee as a Security Deposit for the faithful performance of its obligations under the Lease Agreement. The security deposit will change for any adjustments in the lease fee.

Condition of Premises

The tenant will receive the premises from the BNVC in an "as is" condition, and shall make no alterations or improvements to the premises without first obtaining written consent from the BNVC.

Access

The tenant will have access to the premises 24 hours per day, 7 days per week.

Insurance

The tenant will keep in force and in a form acceptable to the BNVC, at tenant's expense, "Comprehensive Commercial General Liability" insurance with limits of at least one million dollars (\$1,000,000) per occurrence, for injuries to or death of persons, and a least one hundred thousand (\$100,000) per occurrence for damage to property. Additionally, culinary companies are required to carry "Product Liability" insurance of at least \$1,000,000.

Non-discrimination.

The tenant will agree that in the operation of its business and use of the BNVC premises, no persons shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination on the grounds of race, sex, color or national origin.

Cancellation

In the event that the BNVC believes, in its sole discretion, that the tenant is not making satisfactory technical, marketing, manufacturing or financial progress as an incubator client, has defaulted on its obligations under the Lease Agreement, or for any other reason it deems appropriate, the BNVC may cancel the Lease Agreement by providing the tenant with at least forty-five (45) days' notice prior to the date of cancellation. In addition, the BNVC may cancel the Lease Agreement by providing the tenant with at least ten (10) days notice prior to the occurrence of any condition of default as defined in the Lease Agreement.

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