



Preliminary Application for Use of CASFB Community Kitchen

The Potluck is dedicated to offering entrepreneurs an avenue with which to become self-sufficient and economically stable. The kitchen incubator will act as a stepping stone by providing low rental rates for low-income entrepreneurs, who would otherwise be unable to afford the high overhead costs of starting a new business. Therefore, those entrepreneurs who meet the federal poverty guidelines of low/moderate income will be given priority in acceptance into The Potluck. There will be limited space each month for those who don't meet the income requirements to use the community kitchen.

Please Print Clearly

Business Name: _____

Name: (First) _____ (Last) _____ DOB: _____

Address: (Street) _____ (City) _____ Zip: _____

Daytime Phone: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____

Emergency Contact Name: _____ Contact Number: _____

The following items must be submitted with this preliminary application prior to receiving acceptance into The Potluck:

___ Tax Return ___ Food Safety Manager Certification ___ Tax ID number

___ Liability Insurance (*\$1,000,000 minimum coverage with the Potluck is listed as additional insured*)



Upon acceptance into The Potluck, the following items must be submitted prior to use of the kitchen:

___ Health Permit (This will be Utah County, UDAF, or both depending on your product)

___ Provo Business License (We will need the health permit to obtain the business license)

___ Business Plan (We offer assistance with writing one.)

Please briefly describe your business:

Please write your ideal schedule for using the kitchen. We are open 24/7:

We only allow one business to use the kitchen at a time. Are you flexible in the times you request to use the kitchen? If not, please explain.

How many employees besides yourself will be using the kitchen?

Do you have any large storage needs?



IMPORTANT INFORMATION

KITCHEN USE: Kitchen fees will be assessed on a sliding scale according to the federal poverty guidelines. Rental fee payment is due the 10th of each month. If payment is not made by this time, a fee of \$5.00 a day will be added to the payment total. CASFB reserves the right to terminate the contract agreement at any time.

*I understand this application does not guarantee acceptance into **The Potluck**. I attest that the information on this form is accurate to the best of my ability.*

Signature: _____

Date: _____

Name Printed: _____

Return application and documentation to

Jennifer Morgan, Community Action Services and Food Bank, 815 S. Freedom Blvd, Provo, UT 84601

