



Fluvanna County Community Center Commercial Kitchen Use Application

For questions about your application, please contact Parks and Recreation at (434) 589-2016.
Please notify the Parks Department if any information below changes.

General Requirements and Information

1. Photo ID required.
2. Application due at least 30 days before your use date (may be submitted up to 12 months in advance).
3. Submit supporting documents with application or at least 2 weeks prior to your rental date.
4. \$100 Deposit required with application, to be returned at the end of term of Commercial Kitchen User Agreement.
5. Two hour minimum rental.
6. Full rental fee due 2 weeks prior to your rental date.
7. Submit copy of Certificate of Liability Insurance (see section K(3) of Commercial Kitchen User Agreement).
8. An Applicant is anyone who is preparing, serving, selling or sampling food in or from the commercial kitchen.
9. Any individual or organization cooking food on site to be sold to the general public **MUST OBTAIN A PERMIT** through the Health Department (Ph: 434-589-1960) or VA Department of Agriculture and Consumer Services and present a copy of permit/license with this application.

APPLICANT INFORMATION

Applicant Full Name		Business / Organization / Group Name		
Mailing Address		Event On-Site Manager Name and Phone Number		
Phone	Cell	Email		
Rental Date(s) Requested	Application Type <input type="checkbox"/> Individual <input type="checkbox"/> Non-Profit Org. <input type="checkbox"/> For Profit Org.	18+ Yrs Old? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Activity: <input type="checkbox"/> Educational Activity <input type="checkbox"/> 501c Fundraiser <input type="checkbox"/> Food Production (VDACS) <input type="checkbox"/> Food Production (VDH) <input type="checkbox"/> Mobile Food Unit Commissary <input type="checkbox"/> Mobile Food Unit Potable Water Filling				

USE FEES

Activity Hours	Fees per Hour	
	Resident	Non- Res.
Monday - Saturday 8:00 am - 5:00 pm	\$35.00	\$40.25
Other Hours	\$50.00	\$57.50
Potable Water Filling	\$25.00 for 15 Visits	

Attach any event-specific, additional information to the application.
To include menu and planned usage.

Acknowledgement

By signing below, I confirm that I have fully reviewed the Fluvanna County Community Center Commercial Kitchen Use and Policies Handbook and the Commercial Kitchen User Agreement, and I am fully aware of the policies and responsibilities contained therein. I understand that it is my responsibility to comply with the policies contained within the handbook and the Commercial Kitchen User Agreement, as a condition of my use of the Fluvanna County Community Center Commercial Kitchen.

Applicant's Signature _____ Date: _____

Commercial Kitchen Use Application Economic Development Use Only						
Category	Yes	No	N/A			Initials
Initial Consultation Completed						
Commercial Kitchen User Agreement						
Business Plan/Menu Review						
Refer to Health Department or Department of Agriculture for Permit						

Commercial Kitchen Use Application Parks & Recreation Use Only						
Category	Yes	No	N/A			Initials
Complete Application and User Agreement Received						
Photo ID Checked						
Insurance Certificate of Liability						
Health Department Permit						
VA. Dept. of Agriculture Permit						
Deposit Received				Amount \$	Check #	
Fee Received				Amount \$	Check #	
Deposit Returned				Amount \$	Date:	
Administration Approval						

