



Application Checklist

STEP 1: Please submit the following items to the authorized kitchen representative for consideration as a Kitchen Client.

- Completed Kitchen Client Application
- Application Fee

STEP 2: Once accepted as a Kitchen Client, please submit the following items to the authorized kitchen representative.

- Signed Kitchen Client Agreement
- Copy of Food Manager Certificate (waived for first 3 months of kitchen use)*†
- Evidence of Insurance (\$1,000,000 liability insurance with Delaware Kitchen Share listed as additional insured)†
- DHSS Conditional Employee/Food Employee Reporting Agreement*†
- Signed Photo Release‡
- Services Retainer Fee (Security Deposit)
- Monthly Rental Fee

STEP 3: Meet with the kitchen manager to reserve your time in the kitchen. Be sure to retain a copy of the following documents for future reference.

- Copy of signed Kitchen Client Agreement
- Policies and Procedures Manual
- Rate Schedule
- Equipment List
- Statement of Opening Charges

Welcome to Delaware Kitchen Share! We look forward to working with you.

*Not required for non-profit organizations

†Not required for personal users

‡Optional