

## Hilltown Licensed Kitchens Commercial User Checklist

---

All Commercial Users of the Heath Kitchens must complete the following activities and supply the following documents before they may use the facility.

Please circle the kitchen being used:                      Community Hall                      Jacobs Road

Item	Initials	Date
Complete and submit User Application.		
Review and sign the Facility Use Agreement		
Provide a Certificate of Liability Insurance with the Town of Heath listed as an Additional Insured		
Obtain a valid food license, or licenses, from the appropriate food licensing agency <sup>1</sup>		
Provide a copy of Serve Safe Certification Certificate		
Attend a facility orientation.		
Review and sign the Commercial User Guide		
Submit payment of estimated rent and (refundable) deposit.  Amount: _____.		

For additional information and assistance please contact a Kitchen Manager:  
 Alice Lee (917-683-6199) [Alicelee727@gmail.com](mailto:Alicelee727@gmail.com)  
 Pam Porter (413-337-5535) [pam\\_porter@verizon.net](mailto:pam_porter@verizon.net)

1. Contact FRCOG to determine if your event requires you to obtain a food permit.