



**Application for Kitchen Use  
and Services**

1. Does your business have a name? Write it below if yes.

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2. Who is/are the primary contact(s) for this business? Write their name(s) and addresses below.

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3. What is the best phone number to reach you? And email?

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4. Do you have a website or social media page for the business? If so, write it below.

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5. What date would you like to start using Millstone Kitchen?

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6. How did you hear about Millstone Kitchen?

Social Media (facebook, instagram, etc)

Radio

Internet Search

News (network or newspaper)

Word of Mouth

Referral from Business Services. Who?: \_\_\_\_\_

Food Corridor

Other: \_\_\_\_\_

7. Tell us about your business concept! Please tell us about your product(s) and how and where you intend to sell them.

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8. What are your goals for this business? Check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Start Up                       | <input type="checkbox"/> Fun                        |
| <input type="checkbox"/> Increase Sales                 | <input type="checkbox"/> Full-time Source of Income |
| <input type="checkbox"/> Online Sales                   | <input type="checkbox"/> Part-time Source of Income |
| <input type="checkbox"/> Local Distribution             | <input type="checkbox"/> Other _____                |
| <input type="checkbox"/> Regional/National Distribution |   |

9. Do you have a business plan? If you do, please submit it with this application so we can learn more about your business and how we can help! If you don't, we can help with that, too! You can email what you've got to the kitchen manager at [millstonekitchen@gmail.com](mailto:millstonekitchen@gmail.com).

Yes     No

10. Is this a new or existing business?

- New  
 Existing

If existing, how long have you been operating this business? \_\_\_\_\_

How much are your average monthly sales? \_\_\_\_\_

12. Have you owned a business in the past? If so, describe below.

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13. Do you use or plan on using any locally-grown or sourced ingredients?

Yes, and they are: \_\_\_\_\_

No, and this is why not:

- No contacts with local farmers  
 Too expensive  
 Don't grow what I need  
 Other: \_\_\_\_\_

14. Do you have any of the following licenses, permits, or certifications?

- Good Manufacturing Practices
- Better Process Control School
- ServSafe Food Manager
- ServSafe Food Handler
- Scheduled Process for Recipes
- VDACS Home Kitchen certification
- Not Sure—Need help figuring this out!
- Other: \_\_\_\_\_

15. What's the legal status of your business?

- Sole Proprietorship
- General Partnership
- LLC
- None yet—Need help with this!
- Other

16. Do you have liability insurance for your business?

- Yes. Policy through: \_\_\_\_\_
- No

17. In this calendar year, how many people (yourself included) will be employed by the business? Please indicate # full time and # part time. If you're not sure, write "not sure." Again, that's totally okay!

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Almost done! Email this application to [millstonekitchen@gmail.com](mailto:millstonekitchen@gmail.com) and pay the application fee through the portal on our website: <https://www.millstonekitchen.org/user-portal/> or snail mail it to 4237 Prices Fork Road Suite C, Blacksburg, VA 24060.

Thanks so much for applying to The Millstone Kitchen at The Old School Center! The Kitchen Manager will be in touch as soon as possible to schedule a meeting to discuss your application. In the meantime, please review the Steps for Becoming a User and contact your appropriate food safety regulatory agency (if you haven't already done so).