

Notification Requirements:

Kitchen User agrees to immediately notify the Brown County Culinary Kitchen (BCKK) of any notices and reports received from licensing agencies/inspectors....and agrees to provide annually a current copy of license(s), insurance certificates, and inspection reports to the BCKK.

Kitchen User agrees to notify the BCKK if any additional licenses are obtained for processing at other locations.

Kitchen User agrees to notify the BCKK if they are relocating and/or will no longer be using the BCKK facility.

Quarterly Reports Requirements

Quarterly report interviews will be conducted by the Brown County Culinary Staff for the purpose of updating Kitchen Users of new or changing codes, requirements. Records, reports, kitchen usage and other topics specific to clients will be reviewed. Questions, concerns, and requests from Kitchen Users will also be discussed.

By signing this form I agree to the notification requirements and quarterly report requirement.

Signature: Kitchen User

Date

Signature: BCKK Representative

Date