

GETTING STARTED GUIDE

How to get your business started

There are a number of requirements that need to be completed before you can start operating from The Kitchen Space. Each of these is explained below.

- **Liability insurance** – liability insurance of \$1M with “Tanga LLC dba The Kitchen Space” list as a named insured. While \$1M sounds expensive, this might be available for only a few hundred dollars. Additionally, most wholesalers and retailers will require you to have this amount. Check with your broker on your exact needs – if you need a broker, we can recommend one.
- **Food Managers Certificate** – this is a requirement of the City of Austin for any food business. To obtain this, you will need to complete a course, or show evidence that a course has been completed. Generally, only one person per business is required to complete this course. For further details, please visit http://www.ci.austin.tx.us/health/consumer_health_certification.htm.
- **Food Handlers Certificate** – this is a requirement of the City of Austin for any employee that meets the following definition: a Food Enterprise employee who works with unpackaged food, food equipment, food utensils, or food contact surfaces. Food Handlers will have to register every two years. For further details, visit http://www.ci.austin.tx.us/health/consumer_health_food_handler_registration.htm
- **Permit to Operate a Food Enterprise** – this is a requirement of the City of Austin for any food business. Essentially, it permits you to carry on the business of manufacturing and selling food. There are three types of food enterprises. To apply for the permit, simply complete the application and submit to the City of Austin. For further details, please visit http://www.ci.austin.tx.us/health/eh_permits+apps.htm A copy of the application, pre-populated with The Kitchen Space’s information can be found in the Requirements section of our website.
- **Request for Change of Ownership Inspection of a Food Enterprise** – this is a requirement of the City of Austin the requests the City to inspect our premises. The inspection must be completed before the Permit to Operate a Food Enterprise will be issued. Typically, this form will be submitted at the same time as the application for the Food Enterprise Permit. The City will then contact you to arrange a time for the inspection to occur. When the City contacts you, let us know and we will make arrangements so that you and the official from the City can access the building. There is no need for you to book time for the inspection, nor is there a need for someone from The Kitchen Space to be present. Even

though our facility has been inspected multiple times, the City requires this step to be completed by every business requesting the Food Enterprise Permit. For further details, please visit http://www.ci.austin.tx.us/health/eh_permits+apps.htm A copy of the application, pre-populated with The Kitchen Space's information can be found in the Requirements section of our website.

- **Signed copy of the Operating Handbook** – this sets out the terms and conditions related to the use of the facility. The handbook can be downloaded from the Requirements section of the website
- **Signed copy of the Policy Handbook** – this sets out the rules, regulations and policies associated with actually using the facility. The handbook can be downloaded from the Requirements section of the website
- **A check for \$100 made payable to The Kitchen Space** - this will be used as a security deposit. We will not deposit the check immediately – instead, we will hang on to it, and only deposit it if we need to make claim on your security deposit (e.g. for issues around cleaning, or payments).

We would strongly recommend you put all this paperwork together in a single folder and bring this with you the first time that you use the kitchen. The City in particular requires us to enforce these requirements very strictly – without all of the appropriate paperwork, we cannot allow you to start working in the kitchen.