

Kitchen Thyme

COOK MORE. WASTE LESS.

Kitchen Thyme's mission is to provide commercial and demonstration kitchen facilities for "rent by the hour" service to culinary entrepreneurs by providing an affordable solution to the space, time, and expense of owning or renting a kitchen of their own full time.

Kitchen Thyme's facility has two (2) kitchens; each are licensed, inspected and permitted by the Virginia Department of Health.

Whether you want to start or grow a catering, personal chef, baking, specialty foods, or meal preparation/delivery business, our kitchens can serve as the base of operations for your business. Our kitchens may be reserved by the hour, day, week, or month on a first come-first serve basis. The following are steps to get your business operating from our kitchens as smoothly as possible.



Getting Started with the Kitchen Thyme and Virginia Department of Health



7801-25 West Broad Street
Richmond, VA 23294

804-396-COOK (2665)
www.KitchenThymeRVA.com



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Our Rates

Kitchen Rental Rates

1—30 hours per month	\$37.50/hour
31—60 hours per month	\$35.00/hour
61—90 hours per month	\$30.00/hour
91+ hours per month	\$25.00/hour

Dry Storage Locker

36" w x 36" D x 48" h	
Monthly	\$75.00
Weekly	\$40.00
Daily	\$20.00

Cold/Frozen Storage

20" w x 26" d x 69" h	
Monthly	\$150.00
Weekly	\$75.00
Daily	\$30.00

Ice Maker Access

Monthly	\$75.00
Daily	\$10.00

Food Truck / Cart Hook Up

Monthly	as low as \$500.00
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CHECKLIST:

- Complete application & pay \$50 nonrefundable application fee
- Sign contract & pay \$200 refundable deposit
- Provide copy of ServSafe certification
- Send forms including acceptance letter to Virginia Department of Health
- Provide liability insurance for no less than \$1 million dollars
- Provide copy of business license
- Schedule orientation of facility
- Prepay for time to be used in the calendar month
- Start your business!

DON'T FORGET TO BRING YOUR:

- Pots/Pans
- Sheet Pans
- Small Wares/Utensils
- Towels/Aprons
- Pot Scrubbers/Sponges
- Sanitizer/Soap
- Ingredients
- Wrap/Aluminum Foil
- Gloves/Hairnets/Hat
- Containers

Our Mission: Helping You Make Dough!

Application and Requirements for ALL Businesses

- Complete the application and pay a one-time, non-refundable \$50.00 application fee.
- Complete and sign a contract. Pay a Deposit Fee of \$200 that is refundable provided that Kitchen Thyme does not have to make any claims for equipment damage or loss, damages to our facility, cleaning, or nonpayment after 45 days of consecutive nonuse of the facility.
- Provide proof of your valid ServSafe™ certification.
- Provide proof of both general and product liability insurance coverage of at least \$1 to \$2 million per occurrence that names "Kitchen Thyme, LLC" as an additional insured.

Upon successful completion of all these requirements, Kitchen Thyme will issue an approval letter and regulatory forms for your business within 2 (two) business days.

The following are **specific requirements of the Virginia Department of Health** for businesses that produce,

prepare, assemble, or provide food for immediate consumption by the public such as food catering or meal preparation/delivery operation.

1. After receiving the acceptance letter and forms, you **must** complete and submit the **Virginia Department of Health Application for Permit to Operate a Food Service Establishment** along with the following to the Virginia Department of Health:

- Kitchen Thyme's Approval Letter
- Proof of a valid ServSafe™ certification
- Include a check payable to Virginia Department of Health for your inspection of \$40.00
- Upon receipt of the Application, the Virginia Department of Health will schedule an "Inspection" of your operation at Kitchen Thyme. According to Virginia Department of Health, The inspection should be scheduled within 2-3 weeks after receipt.

2. Schedule and complete the Virginia Department of Health inspection. Contact Kitchen Thyme at 804.396.COOK (2665) to schedule a time for your Virginia Department of Health inspection at Kitchen Thyme. Upon passing the inspection, the Virginia Department of



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F.A.Q.

Q: Is Kitchen Thyme a commissary kitchen?

A: Yes! Kitchen Thyme is Richmond's first kitchen for rent facility.

Q: What is a commissary kitchen?

A: A commissary kitchen is a shared kitchen by other food entrepreneurs.

Q: Why do I need to use a commissary kitchen?

A: The VDH requires the use of a commissary kitchen for all of its applicants. It is illegal to cook or prepare food to be sold to the public at home using a VDH license.

Q: What type of access to the facility will I have?

A: It is by appointment with 24/7 access.

Q: How long is the VDH permit valid?

A: Your first permit will expire 30 days after your inspection. Then every 90 days you may be inspected, however a year permit may be granted after the initial 30 days.

Health will issue a 30 day temporary Food Establishment Permit allowing your business to operate from Kitchen Thyme. You will not be charged for kitchen time used during the inspection unless the inspector requires you to use the kitchen to make your product for inspection.

NOTES:

1. Even though Kitchen Thyme's facility is under permit by the VDH, all food business that operates from Kitchen Thyme must be approved for a permit separately.
2. Once your food business is permitted to operate at Kitchen Thyme, other types of inspections by the VDH will/may be necessary.
3. Once your business has been issued a Food Establishment Permit by VDH, you can rent time in the kitchen.

Orientation

Now that your food business has received a Food Establishment Permit by Virginia Department of Health you may attend an orientation at Kitchen Thyme. At orientation you will receive a thorough walk-through of the facility and training on the proper use and cleaning guidelines of the equipment within each of the Kitchens, if necessary.