

BURGAW INCUBATOR KITCHEN (BIK)

CHECKLIST FOR BECOMING A USER:

1. Fill out Application, compile all required information, and turn in with application fee
2. Schedule interview with Kitchen Administrator.
3. Acquire appropriate liability insurance.
4. Acknowledge kitchen standard operating procedures.
5. Sign kitchen tenant contract and fill out emergency forms.
6. Schedule kitchen orientation and pay fee to Town of Burgaw.
Schedule kitchen hours with Planning Administrator (a maximum of 3 months in advance).
7. advance).

If you have any questions, contact Kitchen Administrator Rebekah Roth at 910-663-3451 or email her at planning@townofburgaw.com.