



Village of Mount Prospect

Community Development Dept. – Env. Health Division
50 South Emerson Street
Mount Prospect, Illinois 60056
Phone: 847/818-5292 Fax: 847/818-5329 TDD: 392-6064

**TEMPORARY FOOD
EVENT
APPLICATION**

Section I- Application

Please submit application two (2) weeks prior to the event.

Name of Event _____ Date & Time of Event _____

Business Name _____ Contact Person (Required) _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ Fax: (____) _____

E-Mail _____

Owner's Name _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ Phone (#2) (____) _____

E-Mail _____

Submit a copy of the following with the application (you do not have to submit Health Permit, Business License, and food inspection report if your business operated within the Village of Mount Prospect):

- Most recent Health Permit and Business License from the community that your business operates in
- Most recent food inspection report from the community that your business operates in
- Cottage Food License (if applicable)
- Certified Food Protection Manager (CFPM) certificate if preparing or serving open foods

Failure to maintain all potentially hazardous foods at proper temperature (less than 41 degrees or more than 135 degrees) will result in their immediate disposal.

I agree to abide by the rules and regulations established for this event.

Owner's Signature (Required) _____

Date _____

Please do not hesitate to contact us with any questions at (847) 818-5292.

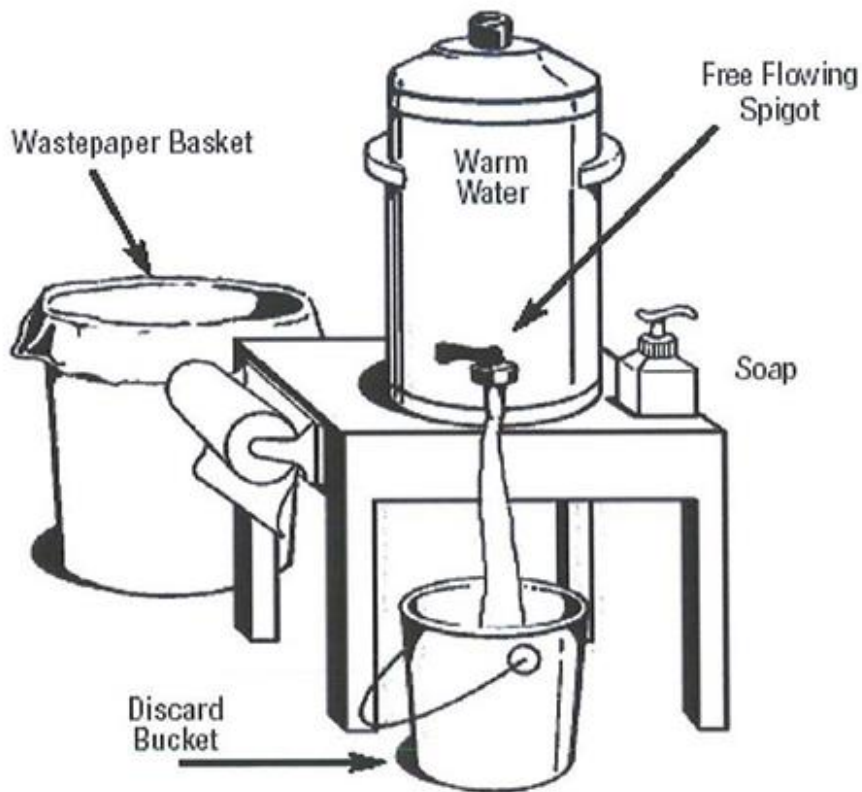
Section III- Temporary Food Vendor Checklist

Use this list as a guide to assure you are prepared for the event and an inspection. Items on the list are **required to be onsite and set up prior to opening your booth to sales.**

- ___ 1. Check the amount of power that you will need to adequately operate all of your equipment and lighting (# of AMPS) and verify with the event organizer that sufficient power is provided.
- ___ 2. A rented portable toilet with hand sink is recommended for hand washing, but other methods can be used. You must provide adequate amount of warm water, pump style hand soap, paper towels, and a catch bucket for waste water.
- ___ 3. A tent/overhead covering must be provided to protect food service areas. Grills / cooking equipment should not be under the tent.
- ___ 4. All food and non-food items must be stored 6" off of the ground on pallets, tables, dunnage racks.
- ___ 5. Dish washing onsite is not required. Provide enough extra clean utensils to get through the duration of the event.
- ___ 6. Provide sanitizer wipe buckets or spray bottles to keep tables clean and sanitized. Also, provide chemical test kits to verify concentration.
- ___ 7. Provide lidded garbage cans. Cardboard boxes are not approved.
- ___ 8. Clean aprons, shirts, hats, and adequate hair restraints are required for all booth workers.
- ___ 9. A food probe thermometer is required onsite to check food temperatures throughout the event.
- ___ 10. Single use disposable gloves are required for all food handling tasks.
- ___ 11. Ground covering shall be made of concrete, wood, asphalt, duckboards, platforms.
- ___ 12. Dispensers for condiments (individual packets, pump dispensers, or squeeze bottles). Lidded containers for condiments such as onions, relish, etc.)
- ___ 13. Eating utensils must be dispensed properly. Organized to avoid hand contact. Individual sealed utensils work best.
- ___ 14. Brooms, oil dry, etc., for booth clean up at the end of the event.
- ___ 15. Containers to transport, store, and remove used charcoal and fryer grease.
- ___ 16. Water must be obtained from an approved source and be run through a food grade hose to your booth.
- ___ 17. Mechanical refrigeration/freezers must be provided for cold holding potentially hazardous foods at a temperature of 41°F or below. Please contact the sanitarian to determine what foods are not permitted on ice.
- ___ 18. Electric or propane fired equipment must be provided for hot holding potentially hazardous foods at 135°F or above. **STERNOS ARE NOT APPROVED OUTDOORS.** They do not provide adequate/even heat outdoors.
- ___ 19. If you are transporting hot food, it must be reheated to 165°F rapidly, if it does not arrive at 135°F or above to event.
- ___ 20. **USE YOUR THERMOMETER TO CHECK FOOD TEMPERATURES OFTEN.**
- ___ 21. Leftover foods must be discarded at the end of each day and shall not be reserved during subsequent days of the event.

Section VI- Temporary Hand Washing Set-Up

TEMPORARY HAND WASHING SET-UP



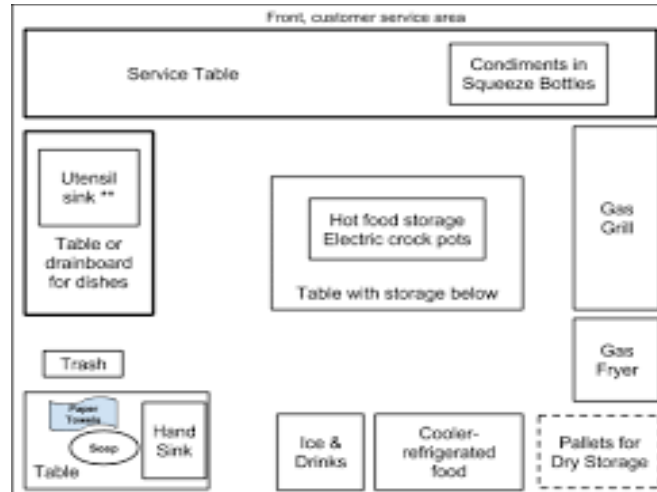
Each temporary hand washing set-up for food service employees must be provided with:

- A container of clean water with a free flowing spigot
- A waste water discard bucket
- Liquid, dispensed hand soap
- Paper towels
- Wastepaper basket

SECTION VII: BOOTH LAYOUT INFORMATION:

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders, fire extinguishers, and insect fans.

SAMPLE



PROVIDE DRAWING OF BOOTH IN BOX BELOW

Guidelines for Temporary Food Events and Farmers' Markets

- Limit foods to the least potentially hazardous, such as frankfurters and hamburgers, prepackaged chips, and snack foods from approved sources. If other foods are to be served, contact your health inspector. Minimize on site preparation.
- Mechanical refrigeration is strongly recommended to be available for potentially hazardous foods. Ice coolers must be approved by Health authority. Store cold foods at **41 degrees or lower**. If foods are kept hot in a steam table or by other means, they must be at **135 degrees or higher**. Foods must be transported & received on site at the proper temperatures.
- Protect foods by use of sneeze guards, display counters, tents, storage trucks, locking refrigerators, etc. Flooring or hard surface is strongly recommended. All pre-packaged items must be properly labeled.
- Store cleaners, bleach, and other toxics away from the food preparation and food storage areas.
- Condiments must be served prepackaged or with hand pumps or squeeze bottles.
- Use bagged ice from an approved source. Use ice scoops for dispensing. Cover ice in ice storage bins.
- Don't eat or smoke in the food preparation area.
- Use aprons, hats or effective hair restraints. Remove aprons when using restroom facilities.
- Provide hand-washing facilities: provide a jug or container of water with a tap, liquid hand soap, paper hand towels, refuse container, and a bucket to catch wastewater. This must be set up prior to any food preparation.
- Provide a sufficient number of lined garbage containers, preferably covered to minimize insect activity.
- Provide an approved method of utensil washing (wash, rinse, sanitize). Three large buckets with wash water, rinse, and sanitizer are acceptable. Use test strips to check sanitizing agent.
- Use single service items only, such as plastic knives, forks, and spoons, paper napkins, paper plates, cups, etc.
- Wiping cloths must be stored in a sanitizing solution (½ ounce of household bleach per gallon of water) and must be used for wiping non-food contact surfaces of equipment. A separate bucket of bleach sanitizer must be used for food contact surfaces of equipment and utensils.
- Provide an adequate number of restrooms conveniently located throughout the event area.
- Fans are recommended for flying insect control in areas where food is being cut, prepared, or assembled.
- Store food and food supplies off the ground or pavement.
- A food grade hose is required for all temporary potable water connections. Provide vacuum breakers on hose bibs for water.
- Do not dispose of liquid waste on the ground. Capture waste and return to facility for proper disposal in a sink.
- Honey, maple syrup, apple cider, fruit and vegetable juices, and herb vinegars shall be made in an inspected facility.

- Baked goods shall be prepared in an inspected facility. Potentially hazardous baked goods (i.e., cream or custard filled items, egg based or custard pies, etc.) shall be transported and held at or below 41 degrees at all times.
- Raw or milk cheeses may be sold if made in a licensed dairy plant and aged over 60 days.
- Meats and poultry must bear U.S.D.A. and/or the State of Illinois inspection label or stamp.
- Seafood must come from a verified source with a bill of lading.