

# VILLAGE OF WILMETTE TEMPORARY EVENT ORGANIZER RESPONSIBILITIES

Dear Event Organizer/Planner:

Temporary Food Service Events have become increasingly popular in recent years. In continuing to improve the permitting process we are asking assistance from the organizer of events to ensure the event runs smoothly and successfully.

A TEMPORARY FOOD PERMIT IS REQUIRED FOR EACH INDIVIDUAL FOOD VENDOR AT EACH EVENT.

It is the responsibility of the event organizer/coordinator to:

1. Distribute the attached Temporary Food Service Permit Application to each vendor.
2. Explain the deadline for submitting all required paperwork and fees. Allowing each vendor to submit their own documents has not worked in previous years, so we are asking the event organizer to take on the task of gathering the documents. **All applications, fees, required paperwork MUST be submitted to the Village a minimum of 7 days prior to the event. NO EXCEPTIONS.** This allows the applications to be processed, submitted to the Health Inspector for review, and any questions or concerns to be addressed.
3. Submit the attached Event Organizer Information sheet. This allows the Health Inspector to have a contact person should there be any issues prior to or at the event during inspections.
4. Make sure all participating vendors are aware of what is provided by the organizer prior to the event.

These items could include:

Electricity-verify if it is adequate for volume of equipment being used by all vendors  
Extension cords  
Potable water  
Overhead tents/canopies  
Ground coverings  
Tables-how many  
Hand wash stations for vendor booths  
Garbage cans  
Hot charcoal disposal  
Grease disposal  
Garbage disposal

5. Advise each vendor of the expected set up time for the event. Late vendors affect an event adversely.
6. Contact the Health Inspector with any questions/concerns at (224) 257-0774

THANK YOU FOR YOUR COOPERATION

# EVENT ORGANIZER INFORMATION

Name of Event \_\_\_\_\_

Location of Event (name and address) \_\_\_\_\_

\_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Times of Event \_\_\_\_\_

Vendor Set Up Time \_\_\_\_\_

Times food served \_\_\_\_\_

Primary Event Organizer Name(s) \_\_\_\_\_

Organizer Address \_\_\_\_\_

Organizer Email \_\_\_\_\_

Organizer Phone(s) \_\_\_\_\_

List of Food Vendors and phone # (if more space is needed attach additional)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_