

# VILLAGE OF WILMETTE

## TEMPORARY FOOD SERVICE PERMIT APPLICATION

Temporary food service means any food service which operates for a temporary period of time, not to exceed 14 days, in connection with a fair, carnival, special event/grand opening or similar public gathering with food service and/or sales. **Any vendor that is not approved a minimum of seven (7) business days prior to the event will not be allowed to participate in the event.** It is recommended that the vendor providing the food for the event submit the application.

**The \$25 application fee must be submitted in person at Village Hall, 1200 Wilmette Avenue. Once the fee is paid, a complete application and payment receipt should be emailed to Lynn Hoette, Village Sanitarian, at [healthinspectpros@gmail.com](mailto:healthinspectpros@gmail.com). For assistance with the form and general questions, please call (224) 257-0774.**

### SECTION I APPLICATION

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

Organization Hosting Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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

Time(s) of Event: \_\_\_\_\_

Initial Set-up time for Purpose of Inspection: \_\_\_\_\_

**\*\*IF FOODS ARE PREPARED AT A FOOD ESTABLISHMENT OUTSIDE THE VILLAGE OF WILMETTE, PLEASE SUBMIT A COPY OF ITS LAST HEALTH INSPECTION REPORT. THIS INSPECTION MUST HAVE TAKEN PLACE WITHIN THE LAST SIX MONTHS. ALSO, INCLUDE A COPY OF A **VALID FOOD SERVICE MANAGER CERTIFICATION**, IF APPLICABLE.**

### SECTION II FOOD VENDOR INFORMATION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Food Establishment Name: \_\_\_\_\_

Food Establishment Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### SECTION III TEMPORARY FOOD OPERATOR MENU REQUIREMENTS FORM

All Potentially Hazardous Foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures out of the Danger Zone (41°F-135°F). **A calibrated thermometer is required to monitor temperatures often at the event.**

Indicate below all temperature control measures you will use to keep potentially hazardous foods either below 41° or above 135°. Specify how many units and source of power (electric, generator, propane) (freezer packs). Identify which food items correspond to each category.

<i><b>COLD HOLDING</b></i>	<b>COOKING</b> (Note: STERNO is not acceptable as a heating source)	<i><b>HOT HOLDING</b></i>
<input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer <input type="checkbox"/> Refrigerated Truck <input type="checkbox"/> Ice Chest <input type="checkbox"/> Dry Ice <input type="checkbox"/> Other	<input type="checkbox"/> Oven <input type="checkbox"/> Barbecue <input type="checkbox"/> Wok <input type="checkbox"/> Fryer <input type="checkbox"/> Roaster Oven <input type="checkbox"/> Stove <input type="checkbox"/> Gas Grill <input type="checkbox"/> Other	<input type="checkbox"/> Oven <input type="checkbox"/> Barbecue <input type="checkbox"/> Steam Table <input type="checkbox"/> Stove <input type="checkbox"/> Gas Grill <input type="checkbox"/> Toaster Oven <input type="checkbox"/> Chafing Dish <input type="checkbox"/> Other

#### **FOOD/BEVERAGES**

List all foods and beverages you will serve at the event. Only items listed will be approved for service. **Any changes must be approved by the Village Sanitarian before the event.**

Food/Beverage Item	Where Purchased – Source	Preparation/Transportation/Holding Procedures
<i>Example: Potato Salad</i>	<i>Restaurant (Joe's Pizza)</i>	<i>Prepared at restaurant, kept on ice and in refrigeration onsite.</i>
<i>Example: Hamburger Patties</i>	<i>Retail Store (Costco)</i>	<i>Frozen meat, kept in reach in freezer.</i>

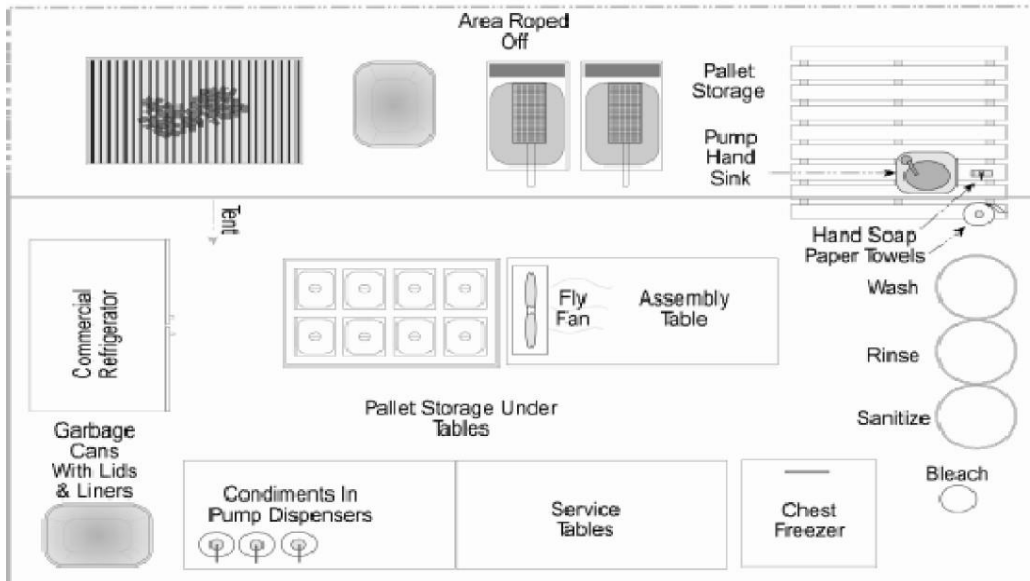
If off-site preparation is selected, you must use an approved (permitted) kitchen facility. Home prepared foods **CANNOT BE SERVED** at events open to the public.

## SECTION IV BOOTH LAYOUT

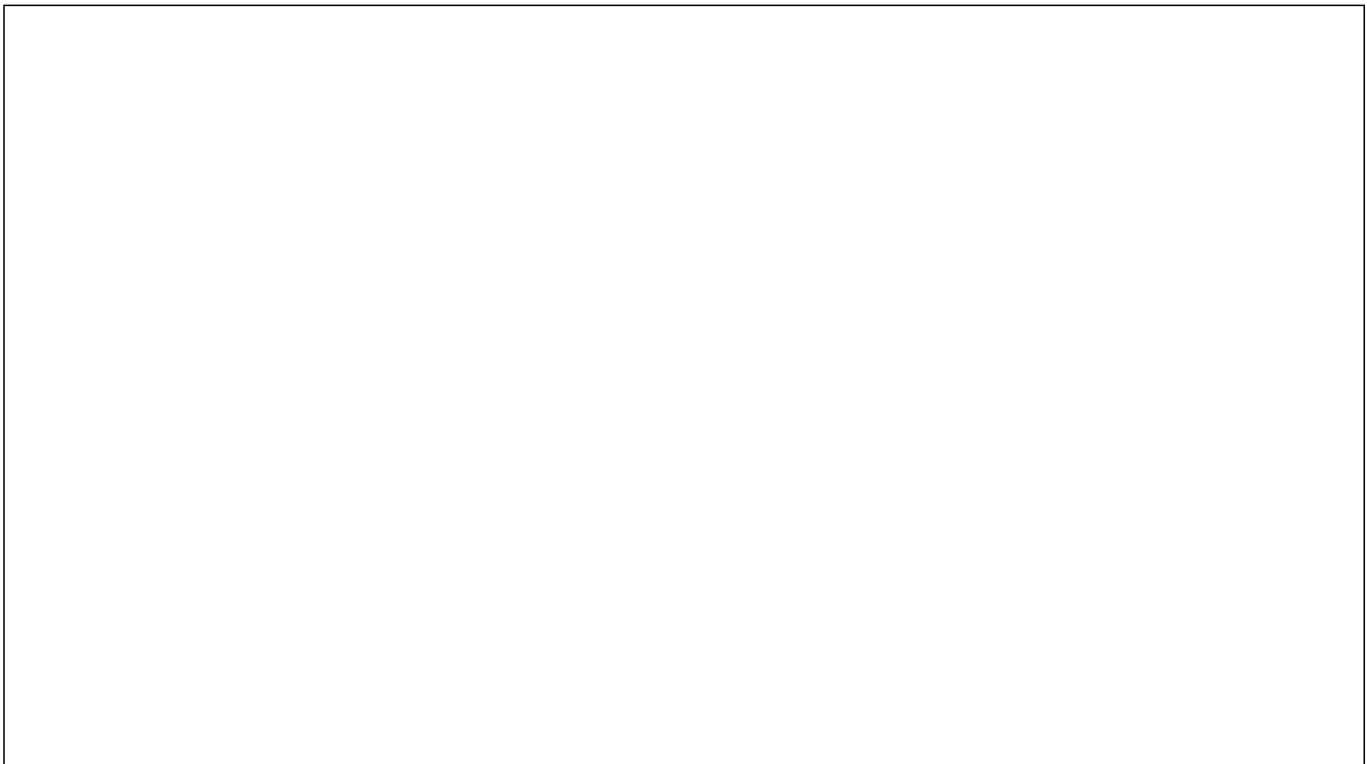
### BOOTH LAYOUT INFORMATION:

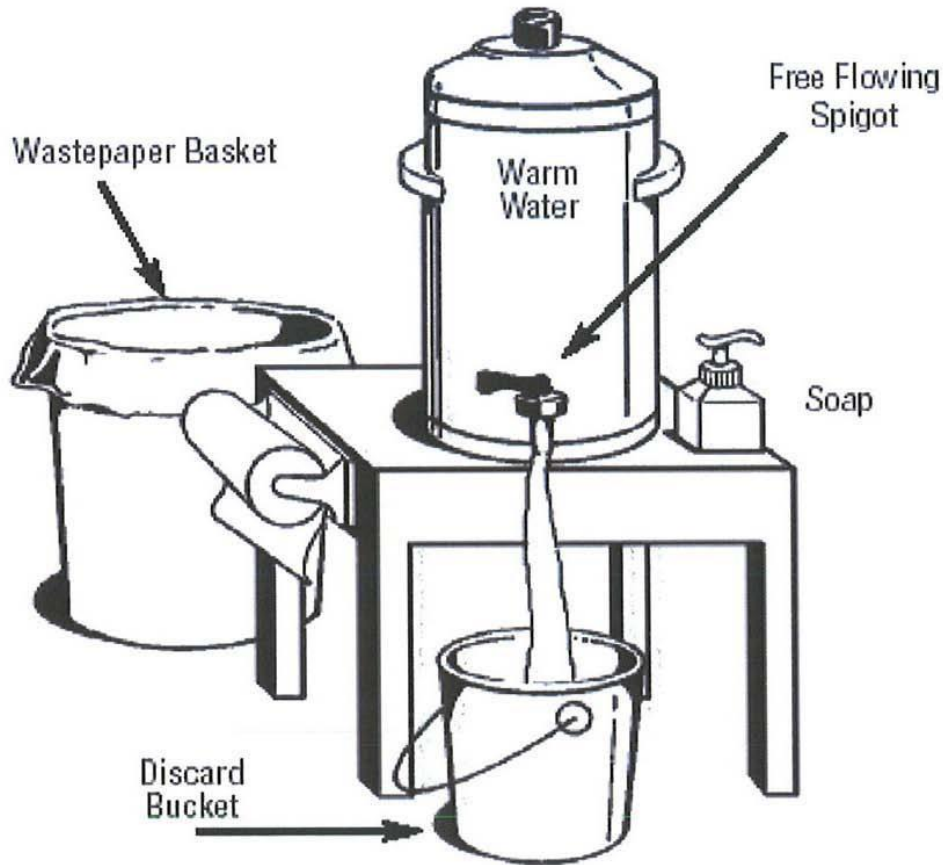
Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders,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

### SAMPLE



**PROVIDE DRAWING OF BOOTH LAYOUT BELOW ↓**



**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