

# VILLAGE OF WILMETTE

## FRENCH MARKET PERMIT APPLICATION

A market for farm produce is usually held outdoors, where farmers sell fresh produce direct to the public not longer than fourteen (14) consecutive days. The menu of the seasonal/french market participants will be approved based upon review of the establishment and its operations. All participants must operate in compliance with the applicable IDPH Rules and Regulations. Failure to follow the rules set forth may result in removal from participation and/or alternate enforcement action. Contact the Village's health inspector for further explanation at (224) 257-0774.

Return Completed Form and Fee to:  
Village of Wilmette  
Community Development Department  
1200 Wilmette Ave  
Wilmette, IL 60091

### APPLICATION REQUIREMENTS:

1. **COMPLETED APPLICATION AND \$25 FEE MUST BE SUBMITTED 10 BUSINESS DAYS PRIOR TO EVENT.**
2. **Include a copy of the latest inspection within the last six (6) months that was performed by the local health authority.**
3. **Include a copy of the valid Food Service Manager Certification issued to the person responsible for this operation, if applicable.**
4. **Include a copy of all Government Licenses (USDA, IDPH, or Local Health Department) associated with your food product.**
5. **Home-prepared foods CANNOT BE SERVED at events open to the public.**
6. **Return pages 1-4 of application and \$25.00 fee to Village of Wilmette.**

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

Manager Name and License #: \_\_\_\_\_

### FRENCH MARKET PARTICIPANT

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

Expected First Day of Operation: \_\_\_\_\_ Expected Last Day of Operation: \_\_\_\_\_

Name of Contact during days of Operation: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

# FOOD INSPECTION INFORMATION

You are required to provide a copy of the most recent inspection if outside of Wilmette. Failure to do so will prevent you from participation at the French Market.

Name of Local or State agency responsible for inspection: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Most Recent Sanitarian Inspection: \_\_\_\_\_

Previous Event Participation, Location, and Date(s):  
\_\_\_\_\_

**IT IS REQUIRED THAT FOOD ITEMS INTENDED FOR SAMPLING BE DISPLAYED WITH A TOOTHPICK, SINGLE SERVICE CUP OR OTHER TYPES OF SINGLE SERVICE TOOLS. CUTTING OF A FOOD TIEM FROM BULK IS NOT PERMITTED. SAMPLES MUST BE COVERED AND KEPT AT REQUIRED TEMPERATURES.**

Will foods be prepared or cooked on site? (this includes all cooking demonstrations)  YES  NO

List each product individually. Check which items are available for sampling.

<p><b>FRUITS</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<p><b>BAKERY</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<p><b>MEATS/EGGS</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<p><b>JUICES- LIST TYPE(S)</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p><b>CHEESE</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<p><b>VEGETABLES</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<p><b>HONEY</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<p><b>OTHER</b></p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

**CHECK CORRESPONDING METHOD OF FOOD HOLDING, DISPLAY AND PREPARATION FOR EACH FOOD ITEM ABOVE. SEASONAL, UNCUT FRUITS AND VEGETABLES DO NOT APPLY.**

<b>COLD HOLDING</b>	
(Note: Ice is not acceptable as a cold holding option).	
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Refrigerated Truck
<input type="checkbox"/> Freezer	<input type="checkbox"/> Ice Chest
<input type="checkbox"/> Drainer Ice	<input type="checkbox"/> Other

<b>COOKING</b>	
(Note: STERNO is not acceptable as a heating source).	
<input type="checkbox"/> Oven	<input type="checkbox"/> Barbeque
<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

<b>HOT HOLDING</b>	
<input type="checkbox"/> Oven	<input type="checkbox"/> Barbeque
<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

**SIGNING INDICATES ACCEPTANCE TO COMPLY WITH GUIDELINES STATED ON THIS APPLICATION. FAILURE TO COMPLY MAY RESULT IN REMOVAL FROM PARTICIPATION IN THE FRENCH MARKET AND/OR ALTERNATE ENFORCEMENT ACTIONS FROM THE SANITARIAN.**

Applicant Signature: \_\_\_\_\_

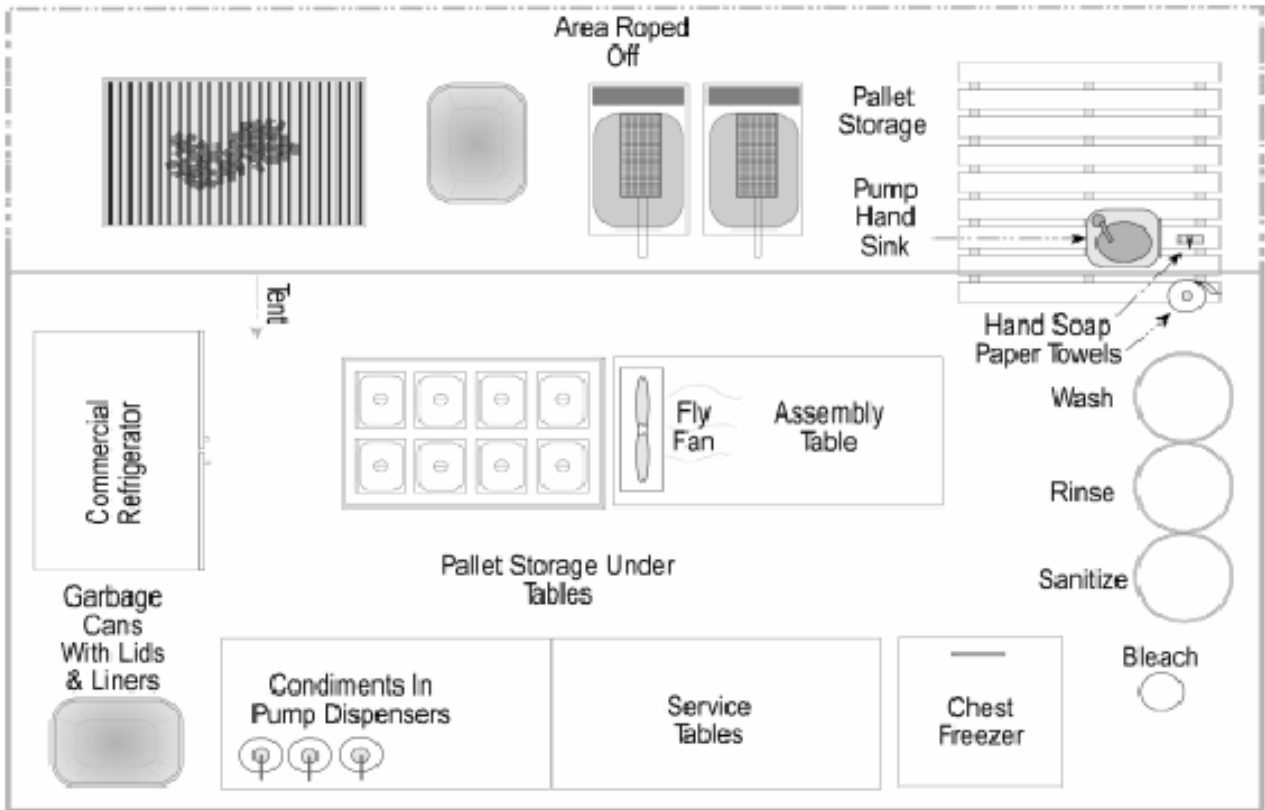
Date: \_\_\_\_\_

**Return Completed Application with \$25.00 fee to:**

Village of Wilmette  
Community Development Department  
1200 Wilmette Ave  
Wilmette, IL 60091

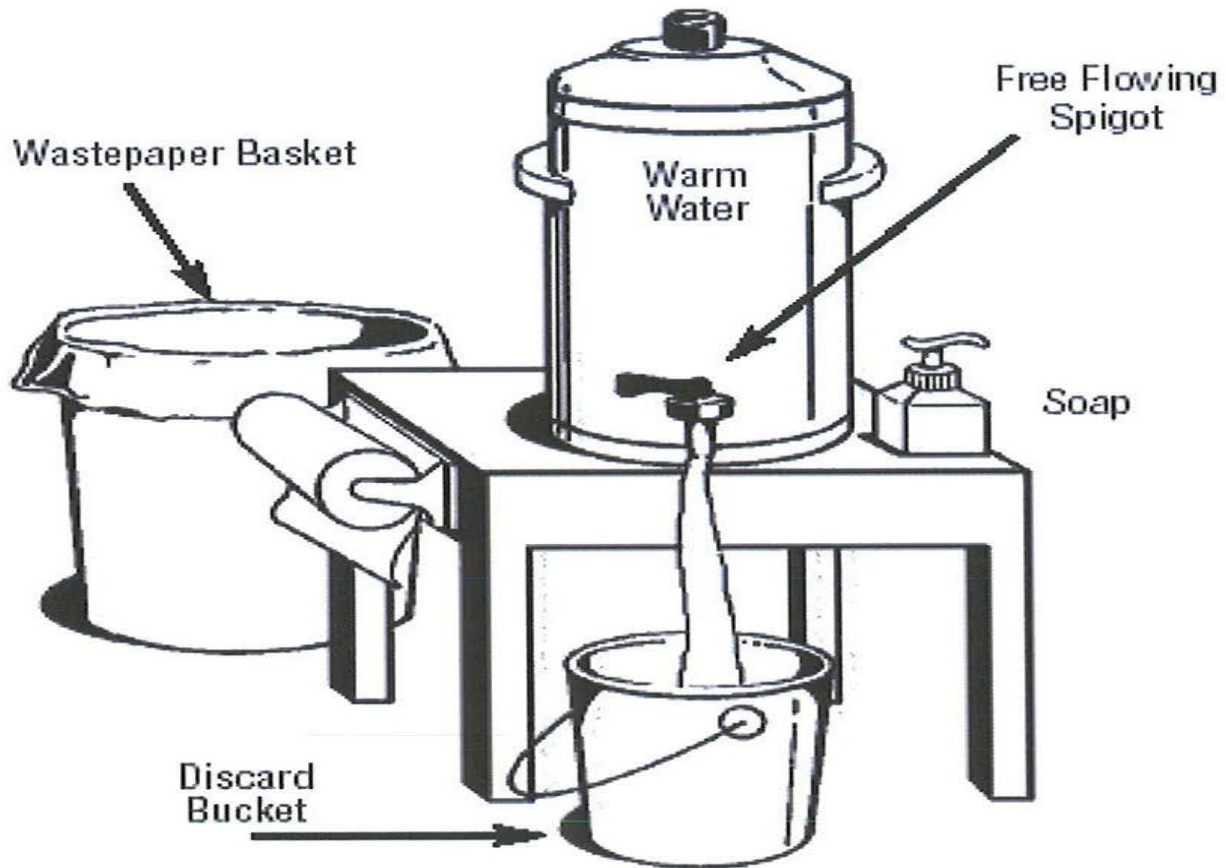
# BOOTH LAYOUT

## SAMPLE



PROVIDE DEPICTION 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
- Waste water discard bucket
- Liquid, dispensed hand soap
- Paper towels
- Wastepaper basket

**DO NOT RETURN THIS PAGE!**

## TEMPORARY FOOD VENDOR SELF 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 port-a-potty 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, 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. **ICE WILL NOT BE APPROVED FOR COLD HOLDING POTENTIALLY HAZARDOUS FOODS**-it does not work. 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 potential hazardous foods above 135°F or above. **STERNOS ARE NOT APPROVED OUTDOORS**-they do not provide adequate/even heat outdoors.
- \_\_\_19. If you are transporting hot foods 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 TEMPS OFTEN.**
- \_\_\_21. Leftover foods must be discarded at the end of each day and shall not be re- ring subsequent days of the event.