

Temporary Event Food Permit Application – 2018

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 14 DAYS PRIOR TO THE EVENT.

INSTRUCTIONS: PLEASE READ ALL REQUIREMENTS & TYPE (OR) PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

FOOD SAFETY REQUIREMENTS

BOOTH

Design your booth with food safety in mind. The ideal booth will have an overhead covering and a level floor. No cooking equipment or food containers may be accessible to the public. Only food workers may be permitted inside – no animals or children. Floors shall be made of concrete, asphalt, tight wood, or other similar cleanable material, except that dirt or gravel floors may be used if graded to preclude the accumulation of liquids and covered with removable, cleanable platforms or duckboards.

FOOD PROTECTION

All food must be purchased from a licensed wholesaler, grocery store or restaurant. All food must be prepared on site or in a licensed food service operation and transported to the temporary food service location by a method approved by the Village of Bridgeview. Food cannot be stored, prepared or cooked at home.

At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezes, flooding, drainage, and overhead leakage or overhead drippage from condensation.

- All food, single service items, equipment and utensils shall be stored at least 6 inches off the ground and shall be covered to prevent contamination.
- Employees shall utilize utensils, single use disposable gloves, or other barriers to avoid bare hand contact with ready-to-eat foods. Hand washing must take place prior to putting on gloves.
- Oscillating fans shall be used at outside events for flying insect control.
- Only single service articles shall be provided for use by the consumer and are to be presented HANDLE UP to the consumer.
- Raw foods must be stored properly to avoid cross contamination of ready-to-eat foods.
- Condiments must be dispensed from pumps, squeeze bottles, or packaged product only.
- Food shall be protected from consumer contamination by the use of packaging or by the use of easily cleanable counter, serving line or salad bar protector devices, display cases or other effective means.

TEMPERATURE CONTROL

Potentially hazardous foods shall be maintained at 41°F or below or 135°F and above after cooking, at all times during transportation, storage, preparation, display and service. A potentially hazardous food is defined as any food that requires time/temperature control for safety that consists in whole or in part of:

- | | |
|------------------------------|---|
| *Meat, poultry and eggs | *Fish, shell fish and crustaceans |
| *Milk and dairy products | *Heat-treated plant food (cooked rice, beans or vegetables) |
| *Baked potatoes | *Tofu and soy-protein foods |
| *Cut tomatoes and cut melons | *Non-commercially prepared garlic and oil mixtures |
| *Raw seed sprouts | |

The use of temperature log sheets is strongly recommended to verify maintenance of required temperatures. **Potentially hazardous foods not maintained at required temperatures will be subject to destruction**

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COOKING

Use a NSF approved food thermometer to check cooking temperatures of all food.

WHOLE PORK, WHOLE BEEF AND SEAFOOD TO **145 °F**

HAMBURGERS AND OTHER GROUND BEEF SHOULD BE COOKED TO **155 °F**

POULTRY TO 165 °F

COLD FOODS

Enough refrigeration facilities or effectively insulated facilities shall be provided to assure the maintenance of potentially hazardous food at required temperatures of 41°F or below during storage. Each mechanically refrigerated storage facility storing potentially hazardous food shall be provided with a thermometer which is visible.

HOT FOODS

Hot potentially hazardous foods shall be maintained at 135°F or above at all times after cooking. Mechanical hot holding equipment is strongly recommended to maintain at required temperatures.

Hot Holding Options: Grills / Ovens / Warmers / Chafing dishes with sternos / Steam tables

Warmers, steam tables and chafing dishes MAY NOT be used to reheat potentially hazardous foods to 165°F)

TEMPORARY DISH WASHING STATION

Three (3) containers large enough to wash, rinse and sanitize all food service equipment and utensils shall be provided.

Proper set-up of a temporary dish washing station:

- Wash (clean soapy water) Label "WASH"
- Rinse (clean rinse water) Label "RINSE"
- Sanitize (water and sanitizer) Label "SANITIZE"

All food service equipment shall be fully immersed for one minute in the sanitizer solution and allowed to air dry. Always measure the level of sanitizer by using chemical test strips to check the solution. Water shall be changed often.

Sanitizer Options:

- Chlorine bleach – 50 to 100 ppm or per manufacturer's specifications
(Add one (1) teaspoon bleach (chlorine) per gallon of water)
- Quaternary ammonium – 200 to 400 ppm or per manufacturer's specifications
- You must have either Chlorine (OR) Quat test strips to check your sanitizing levels.

An additional bucket shall be provided for the storage of wet wiping cloths in an approved sanitizer solution.

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PERSONAL HYGIENE

Employees shall only consume food in designated areas away from food and food preparation areas. Do not use tobacco in any form while preparing or serving food. Employees shall use effective hair restraints when working with food and wear clean clothes and aprons.

Wash hands prior to handling food, and always:

- Before using single use gloves
- After coughing, sneezing, eating, drinking, or using tobacco
- After using the restroom
- After working with raw foods
- During food preparation and between tasks
- Touching or engaging in any activity that may have contaminated your hands

TEMPORARY HAND WASHING STATION

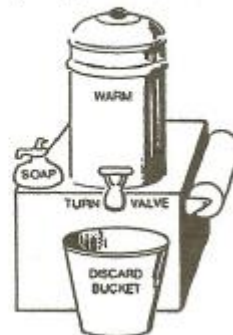
You shall have a temporary hand washing station for employees within the booth. The set-up shall include:

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

Each of these components must be present and set-up at all times. Hand sanitizer shall not be used in place of liquid soap. The use of hand sanitizers is not a substitute for proper hand washing.

Hand Washing. Provision must be made for an adequate hand washing facility. In a pinch, a large urn full of water, a soap dispenser, a roll of paper towels and a bucket to collect waste water may do the trick.

The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.



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TEMPORARY FOOD EVENT APPLICATION LIST

BEFORE YOU SUBMIT YOUR APPLICATION, PLEASE MAKE SURE YOU HAVE COMPLETED AND ATTACHED THE FOLLOWING:

- Remove previous pages (1-3) to retain for your review.
- FULLY complete all items on the following application.
- Attach current Business License.
(Skip this step if your facility is located within the Village)
- Attach a COMPLETE Health Inspection report for your business facility-within the last 12 months.
(Skip this step if your facility is located within the Village)
- Organization's/individuals sharing a licensed food service establishment must submit the Commissary Agreement AND hold a shared kitchen license if a requirement of that city.
- Attach a copy of each Certified Food Manager that will be working your booth.
Remember: A Certified Food Manager is required to be on site at all times!
- All vendors must return their completed Temporary Event Application to the Coordinator/Organizer of the event who will then submit all applications to the Village of Bridgeview during regular office hours.

ATTENTION: Coordinator/Organizer only hard copies are to be submitted to the Village of Bridgeview.

NO faxed or emailed applications will be accepted.

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EVENT INFORMATION

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE(S) / TIME(S) OF EVENT:

DATE: ____/____/____ TIME: _____ TO _____ DATE: ____/____/____ TIME: _____ TO _____

DATE: ____/____/____ TIME: _____ TO _____ DATE: ____/____/____ TIME: _____ TO _____

DATE: ____/____/____ TIME: _____ TO _____ DATE: ____/____/____ TIME: _____ TO _____

COORDINATOR / ORGANIZER OF THIS EVENT

ORGANIZER OR COORDINATOR OF EVENT: _____

ADDRESS (NO P.O. BOXES): _____

TOWN: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ CELL #: _____

FAX NUMBER: _____ EMAIL: _____

VENDOR INFORMATION

BUSINESS OR ORGANIZATION NAME: _____

BUSINESS ADDRESS: _____

TOWN: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE #: _____ BUSINESS FAX #: _____

BUESINESS EMAIL: _____

APPLICANT NAME: _____

APPLICANT ADDRESS (NO P.O. BOXES) _____

TOWN: _____ STATE: _____ ZIP CODE: _____

APPLICANT PHONE #: _____ CELL #: _____

APPLICANT EMAIL: _____

ACKNOWLEDGEMENT/SIGNATURE

By signing this application, I certify that the information provided is correct and I acknowledge having read and understood the information contained in this Temporary Event Food Application Packet. I agree to comply with all applicable state codes, ordinances, laws and the conditions contained in the Temporary Event Food Permit Application/Temporary Food Service Event Permit Guidelines.

X _____

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CERTIFIED FOOD MANAGER REQUIREMENTS

A person who has a current **Food Manager Certification - State of Illinois Food Service Sanitation License** must be present at the booth at all times of operation. Please list those that meet the requirements for Certified Food Manager that will work your event. List certification number and expiration date and attach a copy to the application. Certified Food Managers must also prove their identity with either a State Driver’s License or state ID each day at the site. Booths not staffed by certified personnel will be CLOSED! NO EXCEPTIONS!

NAME	CERTIFICATION #	CERTIFICATION EXPIRATION DATE

Attach a copy of each certificate for each Certified Food Manager

TEMPORARY FOOD SERVICE EVENT PERMIT GUIDELINES

These guidelines have been prepared to assist you with the application process and to minimize the risk of food borne illness incidents at temporary food service events.

A temporary food service event is defined by the Illinois Department of Public Health (IDPH) Food Service Sanitation Code as any food vendor that serves or sells food at a fixed location for a period of time of not more than fourteen (14) consecutive days in conjunction with a single event.

This information is not a complete statement of all laws and should not be a substitute for them. Food vendors shall comply with the most current Illinois Food Service Sanitation Code as adopted by the Village of Bridgeview. Food vendors may not prepare, process, dispense, store or deliver food until their application has been approved by the Health Inspector of the Village of Bridgeview.

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PRE-PACKAGED FOODS ONLY --- Page 8

Items pre-packaged in advance of retail sale shall be labeled with the following information in English: 1) The common and/or usual name of the product; 2) The name, address and zip code of the manufacturer, processor, packer, preparer or distributor; 3) The net contents of the package; 4) A list of ingredients in the order of their predominance by weight with ingredients shown by their common or usual name; 5) A list of any artificial color, artificial flavor or preservative used. All potentially hazardous foods must be labeled "Keep Refrigerated". Receipts or invoices must be retained for all food purchased and made available upon request.

PREPARATION OF FOOD ITEMS AND SOURCE --- Page 9

Food shall be in sound condition, free from spoilage, filth, and other contamination and shall be safe for human consumption. Food shall be obtained from sources that comply with all laws relating to food and food labeling. Use of home prepared or hermetically sealed food is prohibited.

List your food source(s) - where foods are purchased from. Receipts or invoices must be retained for all food purchased and made available upon request.

Food vendors are prohibited from storing food and food service equipment within their homes or other unapproved locations. Food and equipment shall be stored at a regulated and inspected food service establishment, retail food store or commissary.

Submit a copy of a current food permit/business license of the food service establishment, retail food store or commissary where foods and equipment will be stored and prepared in advance of event along with a copy of the health department inspection report within the past twelve months.

FOOD PREPARATION, TRANSPORTATION, AND HOLDING --- Page 9-13

To help us better understand your food operation and ensure that food safety is the priority, an explanation of how each menu item is transported, stored, prepared and served before and during the event is required.

Menu items are subject to the review and approval of the Health Inspector. The Health Inspector may also impose additional requirements to protect against health hazards and may prohibit the sale of some or all potentially hazardous foods.

Only those foods requiring limited preparation shall be prepared or served at the event. Complex preparation including the practice of cooling of potentially hazardous foods, shall be done in advance at an approved food service establishment.

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PRE-PACKAGED FOOD ONLY

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1. Are any food items RE-packaged? YES NO

If yes, list location of food establishment where repackaging takes place and method of packaging

FOOD ESTABLISHMENT: _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP CODE: _____

Method of re-packaging:

2. At what food establishment will packaged foods be stored before event?

FOOD ESTABLISHMENT: _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP CODE: _____

STATE: _____ ZIP CODE: _____

List all pre-packaged items you will be selling, example: canned pop, chips etc. List each item to be sold below.

PRE-PACKAGED FOOD ITEM	SOURCE OF FOOD ITEM (name & address of establishment where purchased)
1.	
2.	
3.	
4.	
5.	
6.	
7.	

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FOOD PREPARATION

Provide the names(s) and address(es) of ALL food sources that are utilized (where foods are purchased from)

1. NAME: _____
 ADDRESS: _____
 TOWN: _____ STATE: _____ ZIP CODE: _____
2. NAME: _____
 ADDRESS: _____
 TOWN: _____ STATE: _____ ZIP CODE: _____
3. NAME: _____
 ADDRESS: _____
 TOWN: _____ STATE: _____ ZIP CODE: _____

→ Where will the food be prepared? ON-site OFF-site

If Off-site, provide the name(s) and address(es) of all licensed facilities to be used for initial food preparation (where food is originally prepared)

BUSINESS NAME: _____
 ADDRESS: _____
 TOWN: _____ STATE: _____ ZIP CODE: _____

→ Will you have a refrigerated (or) freezer truck/trailer at the event for extra storage? YES NO

FOOD PREPARATION--List all food items and how they will be prepared, transported, and held before and during the event.

FOOD ITEM	FOOD ITEM DETAILS
<p>EXAMPLE:</p> <p>Chicken Tacos</p>	<p><u>Preparation</u></p> <p>Chicken, lettuce, onions and tomatoes cut at restaurant. Stored under refrigeration after preparation</p> <hr/> <p><u>Transportation</u></p> <p>Above items transported in insulated containers or refrigerated truck to event</p> <hr/> <p><u>Holding Procedures</u></p> <p>Above items held under mechanical refrigeration at the event. Chicken cooked on grill and held on the steam table. Tacos assembled as ordered.</p>

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