



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 event organizers 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. The event organizer must gather all required documents and submit as a package to the Village **a minimum of 7 days prior to the event. NO EXCEPTIONS.**
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 or healthinspectpros@gmail.com.



EVENT ORGANIZER FORM

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/Beverage Vendor names and phone #s:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____



TEMPORARY FOOD SERVICE PERMIT APPLICATION

To be completed by each individual vendor

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. **For assistance with the form, please email Village Clerk Ethan Sowl at esowl@riverside.il.us or call (708) 447-2700. All applications will be reviewed by Village Health Inspector Lynn Hoette, who can be reached at (224) 257-0774 or email: healthinspectpros@gmail.com.**

Submit **completed** application to the Village Office a minimum of seven (7) business days prior to the event.

SECTION I: APPLICATION

Name of Event: _____

Organization Hosting Event: _____

Address 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 THE EVENT, 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**.**

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° (circle all that apply).

COLD HOLDING: Un-drained ice is not acceptable as a cold holding device.		COOKING (Note: STERNO is not acceptable as a heating source)		HOT HOLDING	
Refrigerator	Refrig. Truck	Oven	Barbecue	Oven	Barbecue
Freezer	Ice Chest	Wok	Fryer	Steam Table	Stove
Dry Ice	Other	Roaster Oven	Stove	Gas Grill Oven	Toaster
		Gas Grill	Other	Chafing Dish	Other

FOOD/BEVERAGES

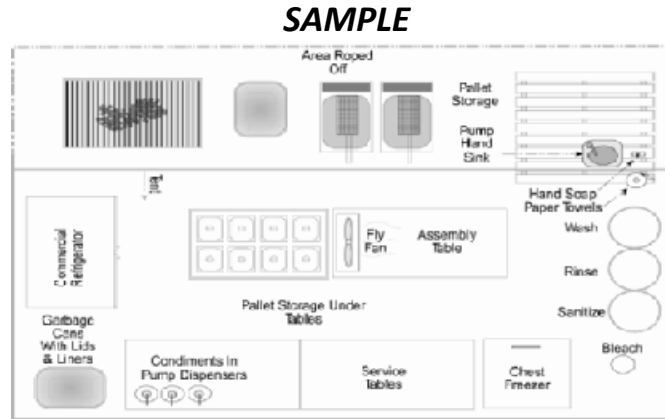
List all foods and beverages you will serve at the event. Only items listed will be approved for service. **Any changes must be approved by the Village Health Inspector before the event.**

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 meet, kept in reach in freezer.</i>

SECTION V: 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.



PROVIDE DRAWING OF BOOTH LAYOUT BELOW ↓

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 health inspector 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 TEMPS OFTEN.**
- ___ 21. Leftover foods must be discarded at the end of each day and shall not be reserved during subsequent days of the event.



TEMPORARY FOOD EVENT PROCEDURES

Temporary Food Events are becoming increasingly more common in all municipalities. Public health and safety are paramount, but regulating these events has become a challenge. Hopefully, these procedures will make regulating these events less challenging and more enjoyable for everyone. Every event has an Organizer who is responsible for ensuring that event participants know the rules, get their paperwork in on time, and the event is successful.

The Temporary Food Permit Application, Organizer Contact Info and Responsibility Sheet, and this Information / Procedure sheet should help in answering frequently asked questions.

What is considered a Temporary Food Service Event requiring a permit/license?

DO REQUIRE A PERMIT

Spaghetti Dinners
Pancake breakfasts
Functions open to the public
Advertised functions
Fundraisers open to the public
School functions anyone can attend
Community events
Taste of...
Church rummage sales
Sports tourneys
5K runs with food other than fruit & Pre-packaged food water

DO NOT REQUIRE A PERMIT

Weddings
Pot Luck Dinners
Private events
Group meetings
5K runs with only fruit/water
Invite only functions where attendees are all known

Can I still participate if I did not get my application in on time?

No.

What should be submitted with the application to be approved?

All required vendor paperwork and associated fees should be submitted at the same time. Required documents are as follows:

1. Fully completed/legible application
2. Copy of Food Sanitation Manager Certificates
3. Copy of most recent health inspection report from locality where vendor is based
4. Copy of certificate of liability insurance listing the Village as an additional insured

Any questions please call the Village Health Inspector Lynn Hoette at (224) 257-0774 or email healthinspectpros@gmail.com.