

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
7. Completed application can be e-mailed to Chris Stanke at cstanke@northfieldil.org or mailed to Village of Northfield, 361 Happ Road, Northfield, IL 60093.

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. _____

VILLAGE OF NORTHFIELD

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 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 the vendor providing the food for the event submit the application. **For assistance with the form, please contact Lynn Hoette, Village Sanitarian, at (224) 257-0774 or healthinspectpros@gmail.com.**

Submit **completed** application and \$50.00 fee to the Community Development Department at cstanke@northfieldil.org a minimum of seven (7) business days prior to the event. **THERE IS NO FEE FOR FARMERS MARKET.**

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 NORTHFIELD, 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: _____

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Approved by: _____ Date: _____ Permit #: _____

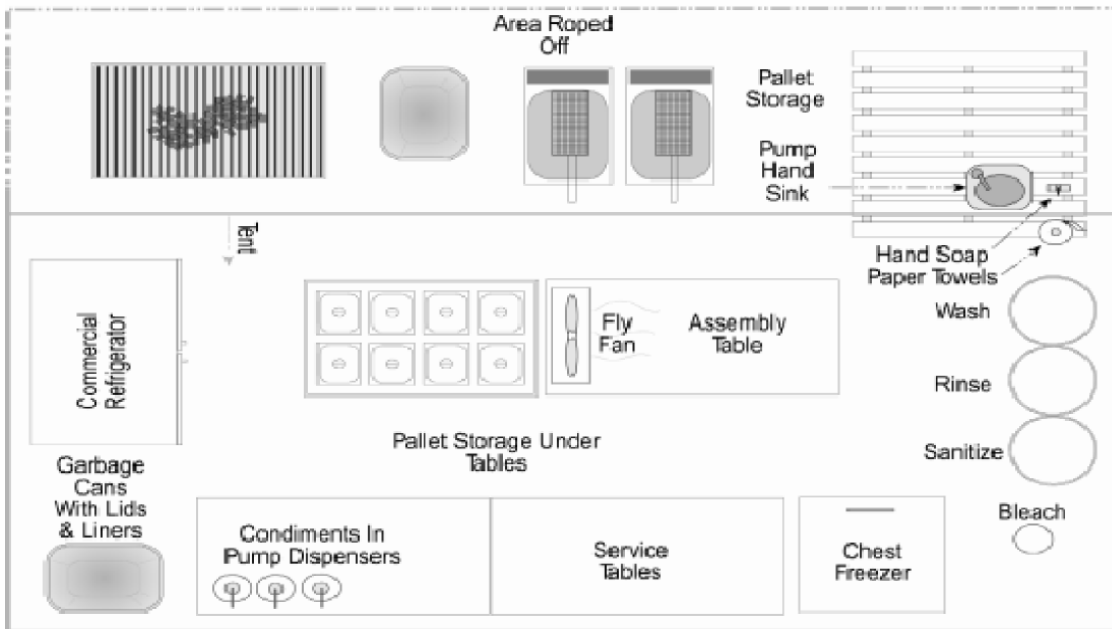
SECTION IV

BOOTH LAYOUT

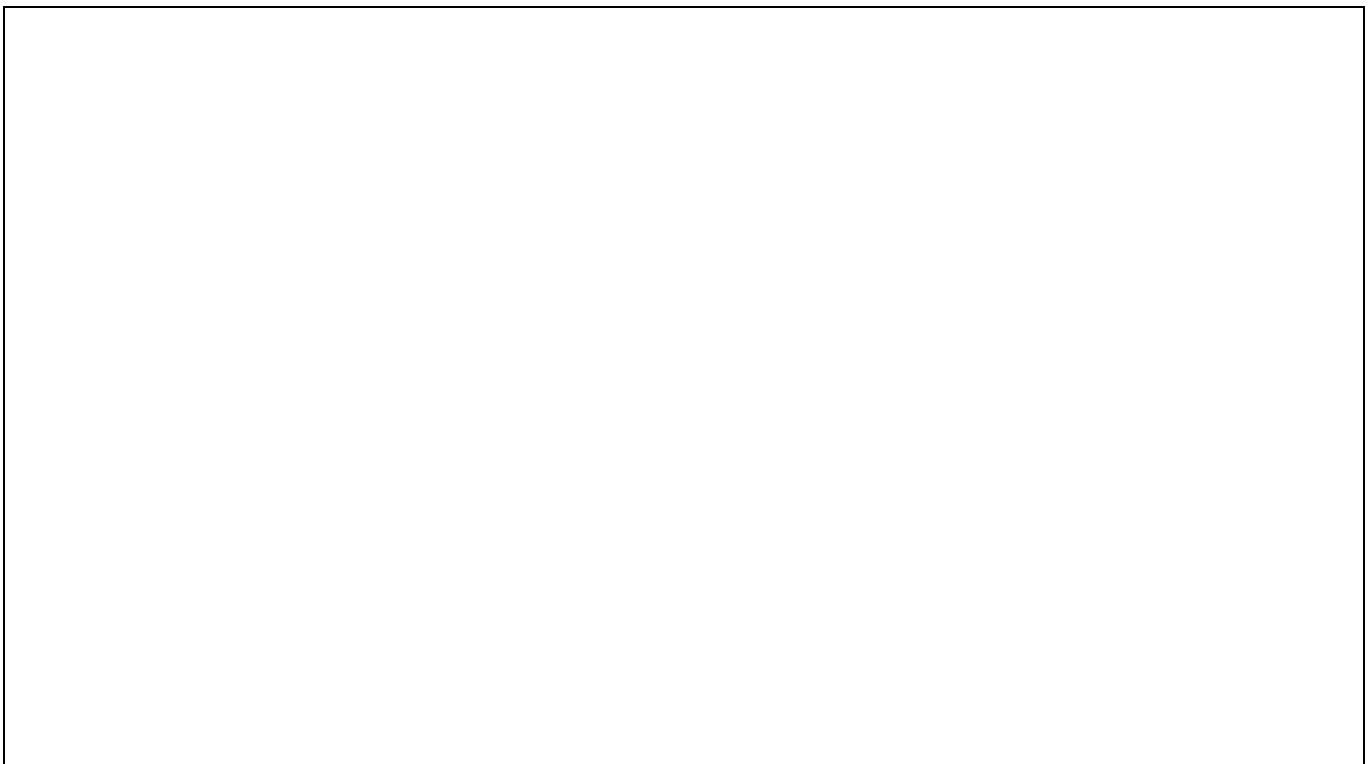
BOOTH LAYOUT INFORMATION:

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 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 you will need to adequately operate all of your equipment and lighting (#of AMPS) and verify with the event organizer 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 or 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-served during subsequent days of the event.