

# VILLAGE OF WINNETKA

## 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. **For assistance with the form, please contact Berina Gradjan, at (847) 716-3541 or email [BGradjan@winnetka.org](mailto:BGradjan@winnetka.org).**

Submit a completed application, certificate of liability insurance, a copy of the last health inspection report within the last six months, valid food service manager certification, and \$15 permit fee to the Village Manager's Office a minimum of seven (7) business days prior to the event.

**Vendors working with the *Winnetka-Northfield-Glencoe Chamber of Commerce* must submit a completed application to Terry Dason, Executive Director of WNG Chamber of Commerce, at [director@WNGChamber.com](mailto:director@WNGChamber.com).**

### 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: \_\_\_\_\_

### 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: \_\_\_\_\_



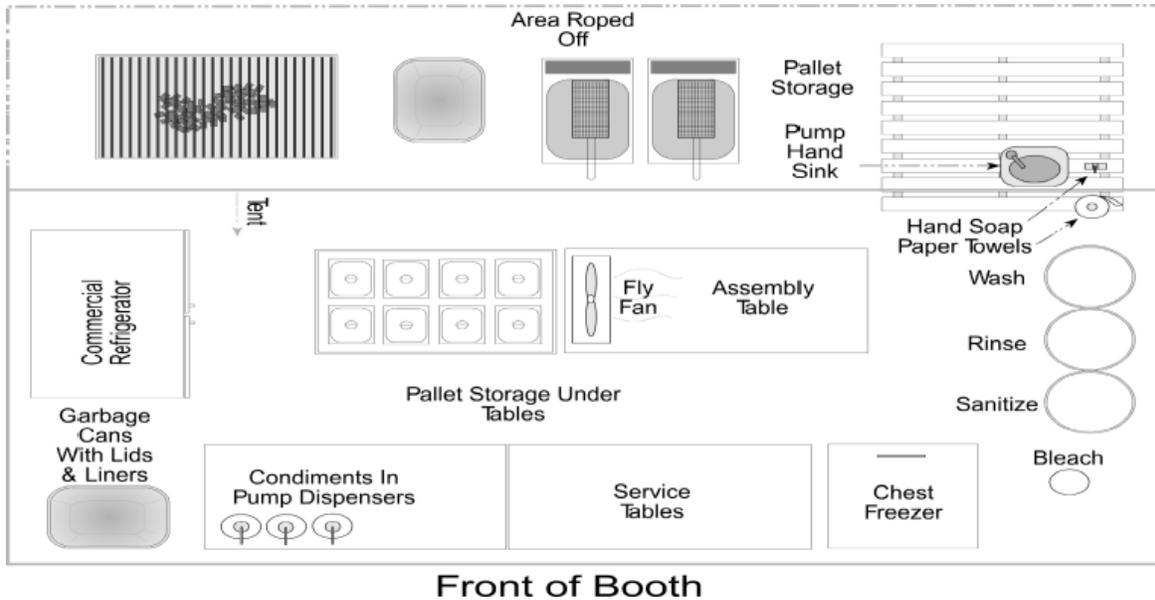
## SECTION V

## 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.

### SAMPLE



**PROVIDE DRAWING OF BOOTH LAYOUT BELOW ↓**

A large empty rectangular box intended for the student to draw their own booth layout.

## 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 electric 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, and 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; however you must provide an adequate supply of clean utensils to get through the duration of the event.
- \_\_\_ 6. Provide sanitizer (with 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. Booth should be setup on ground surface which facilitates cleaning, such as concrete, wood, asphalt, duckboards, or similar platforms.
- \_\_\_ 12. Condiments should be provided in individual packets, pump dispensers, or squeeze bottles. Lidded containers for condiments such as onions, relish, etc.
- \_\_\_ 13. Eating utensils must be dispensed properly and organized to avoid hand contact. Individual sealed utensils work best.
- \_\_\_ 14. Brooms, oil dry, trash bags and other supplies for booth clean up at the end of the event.
- \_\_\_ 15. Provide 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.