



Temporary Food Event Application Packet

Health Department
2100 Ridge Avenue
Evanston, IL 60201
Telephone: 847-866-2947
Fax: 847-448-8134

***** ORGANIZERS FOR EVENTS WHERE FOOD OR DRINK WILL BE SOLD OR DISTRIBUTED *****

Please provide the Health Department, Licensing Coordinator, Ellyn Golden, egolden@cityofevanston.org with a list of vendors and their contact information.

**Vendors may apply online (preferred method) at:
<http://www.cityofevanston.org/tempeventfoodpermit>
or email, fax or print their applications**

It is the event organizer's responsibility to have all food vendors/providers submit an application and pay fees no later than 10 business days before an event. Please be sure your vendors are aware of all requirements.

FOR EVENT ORGANIZERS WHO ARE ALSO SELLING OR GIVING AWAY FOOD OR DRINK

It is the event organizer's responsibility to submit the fee and completed application to us no later than 10 business days before the event. Remember, no permits will be issued for applications received past the deadline. If you have questions about menu items or set up, please contact us before the deadline.

FOR FOOD OR DRINK VENDORS/PROVIDERS

It is the vendor/provider's responsibility to submit the completed application and fee at least 10 business days before the event. We are happy to talk with you in advance if you have questions about menu items, booth set up, etc. When we receive your application, if we have any questions, we will contact you directly.

IMPORTANT FOOD AND FIRE SAFETY INFORMATION

- Ice chests (coolers that use cubed ice or dry ice as a primary means of maintaining cold food temperatures) are NOT allowed as a form of cold holding potentially hazardous foods. Domestic mechanical chest freezers or commercial mechanical refrigerators are required.
- Fire safety requirements MUST be met.
 - Fire Extinguishers
 - A 10-lb ABC fire extinguisher must be readily available within your space.
 - Extension Cords
 - They must be placed so they do not become a "trip" hazard. Cords in the public way must be covered and secured with duct tape or other approved protective coverings.
 - They must be rated for its intended purpose. A standard lamp extension cord is NOT rated for a heating device.
 - Frayed or worn extension cords will not be permitted.
 - Propane Gas Tanks
 - All compressed gas cylinders/tanks must be secured to prevent them from falling or being accidentally knocked over.
 - Cylinders/tanks must be kept out of direct sunlight.
 - Tanks must be secured in an upright position to ensure the transmission of the vapor space and the relief valve.
 - Tanks must be located at least 5 feet from any heating source.
 - All combustibles must be kept clear of the heating devices.

A fire inspection may take place at any time. Any vendor not in compliance is subject to interruption of business until the problem is corrected. Please contact the Evanston Fire & Life Safety Department Prevention Bureau at (847) 866-5934 if you have any questions.

TEMPORARY FOOD VENDOR CHECKLIST

KEEP THIS AS A REFERENCE TO MAKE SURE YOU MEET THE REQUIREMENTS.

- ___1. Check the amount of power you need to operate your equipment and lighting (number of AMPS) and verify with the event organizer that your booth will have that amount of power available. (Generators may be used for electricity.)
- ___2. A rented port-a-potty hand sink is recommended for hand washing, but a jug or container (camping cooler) with a tap and toggle switch can be used. A bucket must be provided to catch the wastewater from hand washing. Have on hand paper hand towels and dispensed hand soap for washing and drying hands.
- ___4. A tent shall be provided to protect the food service area. Additionally, sneeze guards shall be provided for food service areas readily accessible to patrons.
- ___5. All food and non-food items shall be stored 6" off the ground. Dunnage racks or pallets shall be used to keep all supplies off the ground.
- ___6. Dishwashing will not be allowed during a temporary food event; enough clean utensils shall be on site to get through the day. Store extra clean utensils in ziploc bags.
- ___7. One or more buckets for soaking and rinsing wiping cloths shall be provided. Use bleach in the water for sanitizing cloths at a rate of 50 ppm. Chemical test kits shall be provided to test concentration of sanitizer solution.
- ___8. Cleanable garbage containers with lids and bags for garbage disposal in the booth area shall be provided. Cardboard boxes are not allowed.
- ___9. Clean aprons or shirts, hats, and adequate hair control for all workers shall be provided.
- ___10. Mechanical refrigeration or freezers shall be provided for holding or maintaining cold potentially hazardous foods at **41°F or below. ICE WILL NOT BE ACCEPTED FOR HOLDING POTENTIALLY HAZARDOUS FOODS.** Please contact the Health Department if there are any questions as to what foods are or are not potentially hazardous.
- ___11. Electric or propane fired equipment shall be used for holding hot potentially hazardous foods at **135°F or above.** Sternos are not allowed.
- ___12. Probe thermometer for monitoring food temperatures shall be provided. The dial shall have a range of 0° to 220°F. Additional thermometers shall be located inside refrigerators and freezers.
- ___13. Dispensers for condiments (individual packets, squeeze bottles, and/or pump dispensers).
- ___14. Brooms, oil dry, etc. for booth clean-up during the day and at the end of the day.
- ___15. Containers to transport, store, or remove used charcoal and/or fryer grease.
- ___16. Single-use disposable gloves shall be provided for handling ready-to-eat foods.
- ___17. Water shall be obtained from a commercial source in a commercially-sealed container.
- ___18. Ground covering shall be made of concrete, tight wood, asphalt or cleanable platforms or duckboards.
- ___19. All foods which will be heated shall be reheated to 165°F within 2 hours. Leftover foods shall be discarded at the end of the business day and shall not be re-served during subsequent days of the temporary event.



Health Department, Environmental Health Division
2100 Ridge Avenue, Evanston, IL 60201
PHONE 847.866.2947 FAX 847.448.8134 EMAIL safefood@cityofevanston.org

**Application for Permit to Provide Food Service
During a Temporary Food Event
To apply online visit:**

<https://www.cityofevanston.org/tempeventfoodpermit>

1. Application and fees must be submitted to the Health Department at least **10 days prior** to the event.
2. Each booth requires a separate application and application fee.
3. A non-refundable **\$111** application fee (payable to City of Evanston) Fee waived for licensed Evanston food establishments.

EVENT NAME _____

EVENT LOCATION _____

EVENT DATE(S) _____

TIME OF EVENT _____ SET UP TIME _____

NAME OF BUSINESS/VENDOR _____

NAME OF APPLICANT _____

ADDRESS _____

PHONE _____ PHONE _____

EMAIL _____

NAME OF CERTIFIED FOOD MANAGER _____

Certificate Expiration Date: _____

CONTACT INFORMATION DURING THE EVENT, IF DIFFERENT THAN APPLICANT

NAME _____ PHONE _____

EMAIL _____

Name of Agency that Inspects Your Business _____

Phone _____ Date of Most Recent Inspection _____

*****You must attach a copy of the most recent inspection report with the application*****

- Food Trucks provide a copy of your current license along with this application.

Food intended for sale at temporary events must be obtained from and/or stored in a licensed facility or purchased the day of and taken straight to the event.

Food and equipment stored in a private residence or unlicensed facility prior to the event is NOT allowed.

MENU AND FOOD SOURCE

MENU ITEMS
(may be restricted)

SOURCE OF FOOD PRODUCTS

_____	_____
_____	_____
_____	_____
_____	_____

Selling or Distributing Pre-Packaged Food Items Only (please check box, if applicable)

Sampling of Pre-Packaged Food Items

BOOTH SETUP

Inside the BOOTH SETUP DIAGRAM below, please show all equipment you will be using at the event and the location of all equipment. The diagram should represent what inspector will see during the on-site inspection.

(Refer to "Sample Booth Drawing" for assistance.)

APPLIANCES & EQUIPMENT

Please pick from this group of appliances or equipment and show where they will be located using the BOOTH SETUP DIAGRAM to the right.

1. Generators/ propane tanks for power source
2. Hand washing facilities with paper towels and liquid soap (a camp sink or a container with a hands free tap and a waste water catch basin)
3. Mechanical refrigerators or freezers (Ice is not allowed for cooling potentially hazardous food items.)
4. Mechanical hot holding units (Sternos are not allowed.)
5. Cooking equipment (stoves, grills, fryers)
6. Dunnage racks or pallets to store all food and paper goods off the floor
7. Dispensers for condiments, e.g., pre-packaged items, squeeze bottles and or pump dispensers)
8. Work/ food preparation table
9. Sneeze guards if the food is readily accessible to the patrons
10. Wiping cloth buckets with the appropriate test strips
11. Clean, wrapped cooking utensils that were washed, rinsed, sanitized and air-dried at an approved kitchen/ commissary
12. Unclean/ used or dirty utensils in a container that will be taken to an approved kitchen/commissary for washing
13. Overhead protection if not provided by the organizer and flooring, if applicable
14. Cleanable garbage containers with lids
15. Containers for the storage of used cooking oil and charcoal, extension cords, fire extinguishers, brooms, etc.

BOOTH SETUP DIAGRAM

Items 2, 6 and 14 MUST be included in the diagram.

SAMPLE Booth Drawing

KEEP THIS AS A REFERENCE TO MAKE SURE YOU MEET THE REQUIREMENTS.

DO NOT RETURN THIS DRAWING WITH YOUR APPLICATION.

