



# Henry & Stark County Health Department

4424 US Hwy 34, Kewanee, IL 61443  
Phone: 309-852-7266 Fax: 309-852-0595  
eh@henrystarkhealth.org  
www.henrystarkhealth.com

Received by: \_\_\_\_\_  
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Permit # \_\_\_\_\_  
(Office Use Only)

**Public Health**  
Prevent. Promote. Protect.

## 2 – 14 DAY EVENT PERMIT APPLICATION for TEMPORARY FOOD SERVICE OPERATION

Establishments who provide food to the public for two or more consecutive days (preparation counts as day 1) and to not exceed 14 consecutive days, are required to:

- Submit this completed application and the **\$35.00 permit fee** to the Henry & Stark County Health Departments.
- The permit application and permit fee shall be received by the department **no later than five (5) days before the event or a \$75.00 late payment penalty fee will be applied.**
- Credit card payment is acceptable by calling our office with credit card information.

Henry County

Stark County

### EVENT INFORMATION

NAME OF PUBLIC EVENT \_\_\_\_\_

Temporary Retail Food Establishment/Vendor Name (who is providing food)		Legal Owner's Name
Establishment Address (Street, P.O. Box, City, State, Zip)		
Telephone Number:	Cell Phone Number:	
Fax #	E-mail	

PERSON IN CHARGE - NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

Start date \_\_\_\_/\_\_\_\_/\_\_\_\_

Start time \_\_\_\_/\_\_\_\_/\_\_\_\_

End date \_\_\_\_/\_\_\_\_/\_\_\_\_

End time \_\_\_\_/\_\_\_\_/\_\_\_\_

Exact location of Event \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Water source  city water  private well  bottled water

*\*Private water supplies must be tested 30 days prior to the event and the results shall be submitted to our department with this application\**

Wastewater disposal:  commissary  city sewer  other \_\_\_\_\_

Source of energy:  electrical connection  generator  gas/propane

Garbage Disposal:  provided by event coordinator  dumpster located on-site  collect and haul away

**Note: Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.**

**MENU:** List all food items, including toppings and beverages. Check all that apply, and if necessary, attach a supplemental menu sheet (located on the website).

Food item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

**ON-SITE FOOD HANDLING AT THE STAND:** List all food items, including beverages, to be served from the temporary food stand. Check which food handling procedure each menu item requires at the stand, and if necessary, attach a supplemental menu sheet (located on the website).

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							

**Type and number of food thermometers to be used (0-220°F):**  Metal stem probe \_\_\_  Thermocouple \_\_\_  Digital \_\_\_

- Warewashing Equipment:**
- Using approved kitchen facility with 3 compartment sink
  - Using approved kitchen facility with 2 compartment sink & pan/tub for 3<sup>rd</sup> sink
  - Will provide portable 3 pans/tubs to wash, rinse and sanitize
  - Will provide extra utensils/no equipment washing required for operations

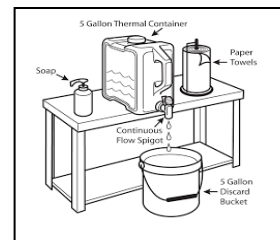
**Sanitized Wiping Cloth:**  Will provide container, cloths and test strips (1 tsp bleach to 1 gallon cold water)

**How will you prevent bare hand contact with ready-to-eat foods?**

- Tongs  Food-grade disposable gloves  Deli tissues  Other \_\_\_\_\_

**HANDWASHING AND FOOD HANDLING:**

- I will be serving only prepackaged foods that require no preparation, cooking or bare hand contact (i.e. packaged potato chips, canned soda, etc.)
- I will be serving foods that require preparation and/or cooking and there is an existing hard plumbed, fully functional handsink on site that is supplied with soap, paper towels and a trash receptacle for paper towel disposal.
- I will be serving foods that require preparation and/or cooking and will provide the following **temporary handwash set up for handwashing:** a minimum of 2 gallons of warm potable water that must be filled as needed in a container with a 'hands-free' spigot, soap, paper towels, and a 5 gallon bucket (minimum) to catch and contain wastewater until proper disposal.



**Note: Hand "sanitizers" are NOT an acceptable substitute for required handwashing.**

**OFFSITE FOOD PREPARATION** at an **approved facility/commissary** before the event (List all food items).  
 Check which preparation procedure each menu item requires, and if necessary, attach a supplemental menu sheet  
 (located on the website).

Name of commissary/facility \_\_\_\_\_ Location \_\_\_\_\_

Contact person \_\_\_\_\_ Phone number \_\_\_\_\_

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							

**Cooling:** How will foods be rapidly cooled to 41°F or below? (Mark all that apply)

- Shallow pans (less than 4") in refrigerator or freezer   
  Using an ice bath to cool the food product  
 Ice paddle or wand   
  Other (specify) \_\_\_\_\_

**Reheating:** How will foods be re-heated to at least 165°F ? (Mark all that apply)

- Microwave   
  Grill   
  Oven   
  Hotplate   
  Deep Fat Fryer   
  Other (specify) \_\_\_\_\_

**Transport:** Distance that you will be transporting food to the event \_\_\_\_\_

**Equipment used to control temperatures during transport:**

- Coolers with ice   
  Cambros for cold foods   
  Cambros for hot foods   
  Refrigerated vehicle  
 Other (specify) \_\_\_\_\_

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH CERTIFIED MANAGER OR SUPERVISOR**

\_\_\_\_\_  
 Name ID# Certification Date Expiration Date

\_\_\_\_\_  
 Name ID# Certification Date Expiration Date

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**