



**ELK GROVE VILLAGE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**ENVIRONMENTAL HEALTH DIVISION**  
901 Wellington Ave. Elk Grove Village, IL 60007  
Phone: (847) 357-4240 Fax: (847) 357-4222

## **TEMPORARY FOOD EVENT** **APPLICATION & INSTRUCTIONS**

Review the instructions below and complete the form on the second page. Fax the completed form to the Environmental Health Division no later than **one week prior** to the start of the event. Please contact the inspectors should you have any questions regarding set-up and to schedule an inspection time.

1. Temperature requirements: Hot food must be held at **135° F** or above and cold food must be held at **41° F** or below. A calibrated food probe thermometer (0-220° F range) must be provided for checking hot and cold temperatures. \*Note: Unpasteurized products **MUST** adhere to proper holding temperatures. Warning labels must be included on these products.
  - Mechanical refrigeration and/or freezers shall be required to store all cold, potentially hazardous foods.
  - Appropriate equipment for maintaining hot temperatures must be provided. **STERNO is not acceptable at outdoor events.**
  - An internal thermometer must be contained in each cooler, freezer or hot holding unit.
  - Hot and/or cold, transported foods must be held at proper temperatures.
2. A hand washing station must be provided for each booth. The station is to include a toggle valve-attached jug that contains clean, hot water and a catch bucket for the wash water. Liquid hand soap and paper towels must be provided at the hand wash station at all times.
3. Three buckets (wash, rinse, sanitize) are required for washing equipment on-site. Each bucket is to be labeled and covered. This set up is not required if a 3-compartment sink is on-site and available for immediate use.
4. An additional bucket or spray bottle of sanitizer must be provided for sanitizing food contact surfaces. Only approved sanitizers are to be used (chlorine or quaternary ammonia) and corresponding test strips are to be provided.
5. All foods individually wrapped must meet labeling requirements. At minimum: include the common name, ingredients (including artificial colors/flavors and chemical preservatives), net quantity, source information (where manufactured) and name of the food source of each major allergen contained in the food.
6. Cut produce must be washed prior to preparation. Once prepared, cut produce must maintain **41° F** or below.
7. A tent must be provided over each booth providing protection against inclement weather.
8. All food must be properly covered to protect against contamination.
9. Sample foods must be covered and served with proper handling devices (tongs, toothpicks).
10. All supplies including food, single service items and food service equipment are to be stored off the ground. Provide appropriate storage equipment for this.
11. Condiments must be stored in bulk, pump-type containers or individual packets.
12. All booth operators must wear **effective** hair restraints. **No hand/wrist jewelry allowed.**
13. Provide cleanable, lined garbage containers with lids for proper disposal of garbage.
14. Maintain an orderly booth. Regularly remove all garbage and spills within the booth.
15. All daily, accumulated cooking/dishwashing wastewater must be disposed of according to law.
16. **NO ANIMALS OR SMOKING ALLOWED IN OR AROUND FOOD BOOTHS.**

**Complete the table below regarding your booth's food service:**

MENU ITEM:	EQUIPMENT:	PREPARED ON-SITE OR TRANSPORTED:

\*Items prohibited from sale include (but are not limited to) home canned, butchered and vacuum-packed products, homemade ice cream, raw dairy, non-commercial wild mushrooms, and non-commercial garlic-in-oil mixtures.

\*All food shall come from approved sources and any transported food shall be prepared in a commercial, licensed and routinely inspected kitchen.

**Please complete the following information below and fax this form back to the attention of the Environmental Health Division at (847) 357-4222.**

EVENT DATE: \_\_\_\_\_ TYPE (Circle One): INDOOR/OUTDOOR

NAME OF TEMPORARY FOOD EVENT: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PERSON IN CHARGE OF BOOTH: \_\_\_\_\_ START TIME: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**\*\*Each vendor MUST provide a current health inspection report from the local Health Department for the commercial kitchen or commissary of where the food for this event is prepared.**

**\*\*REMINDER: YOU MUST PASS YOUR HEALTH INSPECTION EACH DAY PRIOR TO THE SALE OF ANY FOOD OR BEVERAGE.**

**I have read and understood the above-listed requirements to operate at this Elk Grove Village Temporary Food Event. I understand that, at anytime, the Environmental Health Division reserves the right to cease all operations and sales within my booth until further notice.**

Vendor/Booth Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_