



Village of Mount Prospect

Community Development Dept. – Env. Health Division
50 South Emerson Street
Mount Prospect, Illinois 60056
Phone: 847/818-5292 Fax: 847/818-5329 TDD: 392-6064

**TEMPORARY
FOOD EVENT
APPLICATION**

Temporary Food Event Application

Please submit an application two (2) weeks prior to the event.

Name of Event _____ Date & Time of Event _____

Business Name _____ Contact Person (Required) _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ Fax: (____) _____

E-Mail _____

Owner's Name _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ Phone (#2) (____) _____

E-Mail _____

List Menu Items	List Hot or Cold Holding Equipment for Items
(Example item) Hamburgers	Refrigerator, Cooked to order on Charcoal grill

Submit a copy of the following with the application:

- Most recent Health Permit and Business License from the community that your business operates in
- Most recent food inspection report from the community that your business operates in
- Health Permit and Business License must be in the business's name

Failure to maintain all potentially hazardous foods at proper temperature (less than 41 degrees or more than 140 degrees) will result in their immediate disposal.

I agree to abide by the rules and regulations established for this event.

Owner's Signature (Required) _____ Date _____

Please do not hesitate to contact us with any questions at (847) 818-5292.

Guidelines for Temporary Food Service

- Limit foods to the least potentially hazardous, such as frankfurters and hamburgers, prepackaged chips, and snack foods from approved sources. If other foods are to be served, contact your health inspector. Minimize on site preparation.
- Mechanical refrigeration is strongly recommended to be available for potentially hazardous foods. Ice coolers must be approved by Health authority. Store cold foods at **41 degrees or lower**. If foods are kept hot in a steam table or by other means, they must be at **140 degrees or higher**. Foods must be transported & received on site at the proper temperatures.
- Protect foods by use of sneeze guards, display counters, tents, storage trucks, locking refrigerators, etc. Flooring or hard surface is recommended.
- Store cleaners, bleach, and other toxics away from the food preparation and food storage areas.
- Condiments must be served prepackaged or with hand pumps or squeeze bottles.
- Use bagged ice from an approved source. Use ice scoops for dispensing. Cover ice in ice storage bins.
- Don't eat or smoke in the food preparation area.
- Use aprons, hats or effective hair restraints. Remove aprons when using restroom facilities.
- Provide hand-washing facilities: provide a jug or container of water with a tap, liquid hand soap, paper hand towels, and a bucket to catch wastewater.
- Provide a sufficient number of lined garbage containers, preferably covered to minimize insect activity.
- Provide an approved method of utensil washing (wash, rinse, sanitize). Three large buckets with wash water, rinse, and sanitizer are acceptable.
- Use single service items only, such as plastic knives, forks, and spoons, paper napkins, paper plates, cups, etc.
- Wiping cloths must be stored in a sanitizing solution (½ ounce of household bleach per gallon of water) and must be used for wiping non-food contact surfaces of equipment. A separate bucket of bleach sanitizer must be used for food contact surfaces of equipment and utensils.
- Provide an adequate number of restrooms conveniently located throughout the event area.
- Recommend are fans for flying insect control in areas where food is being cut, prepared, or assembled.
- Store food and food supplies off the ground or pavement.
- A food grade hose is required for all temporary potable water connections. Provide vacuum breakers on hose bibs for water.
- Do not dispose of liquid waste on the ground. Capture waste and return to facility for proper disposal in a sink.