



Village of Mount Prospect  
 Community Development Department  
 50 S. Emerson Street  
 Mount Prospect, Illinois 60056  
 Phone: (847) 870-5668

Fax: 847.818.5329  
 Email: [foodsafetyfeedback@mountprospect.org](mailto:foodsafetyfeedback@mountprospect.org)

## Temporary Food Event Application

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*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) 870-5668.



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### Guidelines for Temporary Food Events and Farmers' Markets

- 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 strongly recommended. All pre-packaged items must be properly labeled.
- 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, refuse container, and a bucket to catch wastewater. This must be set up prior to any food preparation.
- 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 test strips to check sanitizing agent.
- Use single service items only: plastic knives, forks, and spoons, paper napkins, paper plates, cups, etc.
- Wiping cloths must be stored in a sanitizing solution ( $\frac{1}{2}$  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.
- Fans are recommended 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.
- Honey, maple syrup, apple cider, fruit and vegetable juices, and herb vinegars shall be made in an inspected facility.
- Baked goods shall be prepared in an inspected facility. Potentially hazardous baked goods (i.e., cream or custard filled items, egg based or custard pies, etc.) shall be transported and held at or below 41 degrees at all times.
- Raw or milk cheeses may be sold if made in a licensed dairy plant and aged over 60 days.
- Meats and poultry must bear U.S.D.A. and/or the State of Illinois inspection label or stamp.
- Seafood must come from a verified source with a bill of lading.