Temporary Event Food Permit Application – 2026

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 14 DAYS PRIOR TO THE EVENT.
INSTRUCTIONS: PLEASE READ ALL REQUIREMENTS & TYPE (OR) PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

FOOD SAFETY REQUIREMENTS

TEMPORARY FOOD SERVICE EVENT PERMIT GUIDELINES/FOOD SAFETY REQUIREMENTS

These guidelines have been prepared to assist you with the application process and to minimize the risk of food borne illness incidents at temporary food service events.
A temporary food service event is a FOOD ESTABLISHMENT that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.
This information is not a complete statement of all laws and should not be a substitute for them. Food vendors shall comply with the **FDA 2022 Food Code** as adopted by the Village of Alsip. Food vendors may not
prepare, process, dispense, store or deliver food until their application has been approved and a license has been issued for temporary food service by the Health inspector of the Village of Alsip.

VEHICLES

All vehicles intended for service at a temporary event shall be licensed or operate from a shared commissary by agreement **(Page 13 of this application)**.

BOOTH

Design your booth with food safety in mind. The ideal booth will have an overhead covering and a level floor. **No cooking equipment or food may be accessible to the public (see also FOOD PROTECTION section pages 1-2).** Only food workers may be permitted inside – no animals or children. Floors shall be made of concrete, asphalt, tight wood, or other similar cleanable material, except that dirt or gravel floors may be used if graded to preclude the accumulation of liquids and covered with removable, cleanable platforms or duckboards. Food contact surfaces must be smooth, non-porous and easily cleanable. All surfaces of all items must be maintained visibly clean.

FOOD PROTECTION

Food shall be in sound condition, free from spoilage, filth, and other contamination and shall be safe for human consumption. Food shall be obtained from sources that comply with all laws relating to food and food labeling. Use of home prepared or hermetically sealed food which has been processed in a place other than a wholesale food processing establishment is prohibited. All food must be purchased from a licensed wholesaler, grocery store or restaurant. Receipts or invoices must be retained for all food purchased and made available upon request.

Food vendors are prohibited from storing food and/or servicing food service equipment at their homes or other unapproved locations. Food and equipment shall be stored and serviced at a licensed, regulated, and inspected food service establishment, retail food store or commissary. All food must be prepared on site or in a licensed food service establishment and transported to the temporary food service location by a method approved by the Village of Bridgeview. Food cannot be stored, prepared or cooked at home. All vendors must be independently licensed or operate from a shared commissary or shared kitchen. If shared space is intended, page 13 of this document must be signed and notarized.

At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezes, possible customer contamination, flooding, drainage, and overhead leakage or overhead drippage from condensation.

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FOOD PROTECTION - continued

- Condiments for self-service MUST be dispensed from pumps, squeeze bottles, or packaged product only.
- Food shall be protected from consumer contamination by the use packaging or by the use of easily cleanable counter, serving line or salad bar protector devices, display cases, or other effective means.
- Only single service articles shall be provided for use by the consumer and utensils shall be presented HANDLE UP to the consumer for self-service.
- Storage of all food, single service items, equipment and utensils shall be stored at least 6 inches off the ground and shall be covered to prevent contamination.
- Employees shall utilize utensils, single use disposable gloves, or other barriers to avoid bare hand contact with ready-to-eat foods. Hand washing must take place prior to putting on gloves.
    - **Effective January 2023 new law ends the use of "latex" gloves in food preparation, EMS and health care settings to protect consumers with latex allergies (HB209)**
- Oscillating fans shall be used at outside events for flying insect control.
- Raw foods must be stored properly to avoid cross contamination of ready-to-eat foods.
- Frying oil must be clean, fresh, and checked daily to ensure there is no contamination.

PRE-PACKAGED FOODS

Items pre-packaged in advance of sale shall be labeled with the following information in English: 1) The common name of the food, or absent a common name, an adequately descriptive identity statement; 2) If made from two or more ingredients, a list of ingredients and sub-ingredients in descending order of predominance by weight, including a declaration of artificial colors, artificial flavors and chemical preservatives, if contained in the food; 3) An accurate declaration of the net quantity of contents; 4) The name and place of business of the manufacturer, packer, or distributor; and 5) The name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient.

- All foods that require Time/Temperature Control for Safety (TCS) must be labeled "Keep Refrigerated".

TEMPERATURE CONTROL

All foods that require Time/Temperature Control for Safety (TCS) must be prepared for cooking at the vendor's restaurant or commissary. TCS foods and vegetables must be cleaned and cut in advance of arrival on the event grounds.TCS foods shall be maintained at 41°F or below or 135°F and above after cooking, at all times during transportation, storage, preparation, display and service. A TCS food is defined as any food that requires time/temperature control for safety that consists in whole or in part of:

*Meat, poultry and eggs
*Milk and dairy products
*Baked potatoes
*Cut tomatoes and cut melons
*Raw seed sprouts
*Fish, shell fish and crustaceans
*Heat-treated plant food (cooked rice, beans or vegetables)
*Tofu and soy-protein foods
*Non-commercially prepared garlic and oil mixtures

The use of temperature log sheets is strongly recommended to verify maintenance of required temperatures.

TCS foods not maintained at required temperatures will be subject to immediate destruction

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MINIMUM COOKING / REHEATING / HOT HOLDING TEMPERATURES

You must have, and utilize, a NSF approved metal stem HOT/COLD food temperature measuring device to check cooking and holding temperatures of foods.

- Fish, (Shell Eggs for immediate service) COOKED TO **145 °F** for 15 seconds
- GROUND Fish, Beef, Pork, (Shell Eggs NOT prepared for immediate service) COOKED TO **155 °F** for 15 seconds
- Poultry, Stuffed Meats, Stuffed Foods, Stuffing COOKED TO **165 °F**
- **REHEATING** - food that has been cooked, cooled, and then reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least **165 °F** for 15 seconds within 2 hours
- **HOT HOLDING** after cooking or reheating - minimum **135 °F**

Mechanical hot holding equipment is strongly recommended to maintain food at required temperatures.

Hot Holding Options: Grills / Ovens / Warmers / Chafing dishes with sternos / Steam tables

Warmers, steam tables and chafing dishes

MAY NOT be used to reheat potentially hazardous foods
LEFTOVER PREPARED FOODS MUST BE DISCARDED AT THE END OF EACH DAY

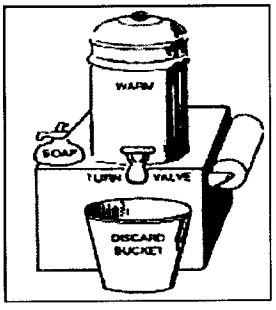
COLD FOODS

Enough refrigeration facilities or effectively insulated facilities shall be provided to assure the maintenance of Time/Temperature Control for Safety (TCS) foods at required temperatures of **41°F or below** during storage, and in compliance by on-site inspector testing.
Each *mechanically* refrigerated storage facility storing time/temperature controlled foods shall be provided with a temperature measuring device which is clearly visible and in good working condition.

TEMPORARY HAND WASHING STATION

You must set-up a temporary hand washing station for employees within the booth. The set-up shall include:

1. A container of warm water with a free-flowing spigot – LABELED "HAND WASH"
2. Paper towels
3. Liquid, dispensed hand soap
4. Wastepaper basket
5. A wastewater discard bucket



Each of these components MUST be present, and set-up at all times. Hand sanitizer shall not be used in place of liquid soap. The use of hand sanitizers is not a substitute for proper hand washing.

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PERSONAL HYGIENE

- Employees shall only consume food in designated areas away from food and food preparation areas. The use of tobacco in any form while preparing or serving food or while in the food booth is strictly prohibited.
- Employee hair must be restrained with a cap, hair net or pulled back securely, beards must be restrained with a beard restraint.
- Each employee shall wear clean cloths, aprons etc.

Wash hands prior to handling food, and always:

- After using the restroom
- Upon entering the food booth
- Before using single use gloves
- After coughing, sneezing, eating, drinking, or using tobacco
- After working with raw foods
- During food preparation and between tasks as required
- Touching or engaging in any activity that may have contaminated your hands

TEMPORARY WAREWASHING STATION – for the cleaning/sanitizing of utensils and food-contact surfaces of equipment

Three (3) containers must be set up at all times and be large enough to accommodate all food service equipment and utensils intended for use at the temporary event.

PROPER SET-UP OF TEMPORARY DISH WASHING STATION:

- WASH (clean warm soapy water) — MUST BE Labeled "WASH"
- RINSE (clean warm rinse water) — MUST BE Labeled "RINSE"
- SANITIZE (clean warm water and sanitizer) — MUST BE Labeled "SANITIZE"

All food service equipment shall be fully immersed for minimum of one minute in the sanitizer solution and allowed to air dry. All vendors shall maintain a supply of chemical test strips. Always measure the level of sanitizer by using chemical test strips to check the solution. Water shall be changed often.

SANITIZER OPTIONS:

- Chlorine Bleach – 50 to 100 ppm or per manufacturer's specifications (Add one (1) teaspoon Chlorine Bleach per gallon of water)
- Quaternary Ammonium – 200 to 400 ppm or per manufacturer's specifications
- **You must have either Chlorine (OR) Quat TEST STRIPS to check sanitizing agent levels available at all times of operation.**

An additional bucket shall be set-up for the storage of wet wiping cloths in an approved sanitizer solution.

TEMPORARY FOOD EVENT APPLICATION ✓ LIST

BEFORE YOU SUBMIT YOUR APPLICATION, PLEASE MAKE SURE YOU REMOVE PREVIOUS PAGES (1-4) TO RETAIN FOR YOUR REVIEW.

FULLY COMPLETE ALL ITEMS ON THE APPLICATION PAGES 5 THROUGH 13.

☐ **INITIAL** Attach Current Business License.
(Skip this step if your licensed facility is located within this Village)

☐ **INITIAL** Attach a COMPLETE Health Inspection report for your business facility- within the last 12 months.
(Skip this step if your licensed facility is located within this Village)

☐ **INITIAL** Attach a copy of each Certified Food Manager that will be working your booth. Remember: A Certified Food Manager is required to be on site at all times! There are no exceptions to this requirement. Vendors found operating upon inspection without a licensed food service manager will be ordered to cease and desist immediately.

PAGES 5 THROUGH 13 MUST BE SUBMITTED

All vendors must return their completed Temporary Event Application to the Coordinator/Organizer of the event who will then submit all applications to the Village of Alsip during regular office hours.

ATTENTION: Coordinator/Organizer only paper copies are to be submitted to the Village of Alsip a minimum of 14 days prior to the event. NO faxed or emailed applications will be accepted.

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EVENT INFORMATION

NAME OF EVENT: _____

ADDRESS OF EVENT: _____

ORGANIZER/COORDINATOR OF EVENT: _____

CONTACT PHONE #: _____

EMAIL: _____

DATE(S) / TIME(S) OFEVENT: A temporary food establishment is a FOOD ESTABLISHMENT that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. Please indicate your date(s) and start/end time(s) below:

	DATE start/end time * DATE start/end time * DATE start/end time * DATE start/end time
DAYS 1-4	__/__ ____ To ____ * __/__ ____ To ____ * __/__ ____ To ____ * __/__ ____ To ____
DAYS 5-8	__/__ ____ To ____ * __/__ ____ To ____ * __/__ ____ To ____ * __/__ ____ To ____
DAYS 9-12	__/__ ____ To ____ * __/__ ____ To ____ * __/__ ____ To ____ * __/__ ____ To ____
DAYS 13-14	__/__ ____ To ____ * __/__ ____ To ____

VENDOR INFORMATION

Vendor - YOU MUST BE COMPLETELY SET-UP BY THE START TIME OF EVENT & READY FOR INSPECTION TO PARTICIPATE EACH DAY.

BUSINESS OR ORGANIZATION NAME: _____

BUSINESS ADDRESS: _____

TOWN: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE #: _____ BUSINESS FAX # _____

BUSINESS EMAIL: _____

APPLICANT CONTACT INFORMATION--NAME: _____

APPLICANT ADDRESS (NO P.O. BOXES) _____

TOWN: _____ STATE: _____ ZIP CODE: _____

APPLICANT PHONE #: _____

APPLICANT EMAIL: _____

ACKNOWLEDGEMENT/SIGNATURE

By signing this application, I certify that the information provided is correct and I acknowledge having read and understood the information contained in this Temporary Event Food Application Packet. I agree to comply with all applicable state codes, ordinances, laws and the conditions contained in the Temporary Event Food Permit Application/ Temporary Food Service Event Permit Guidelines.

X _____

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CERTIFIED FOOD MANAGER REQUIREMENTS

A person who has a current **FOOD MANAGER CERTIFICATION** must be present at the booth at all times of operation. Please list those that meet the requirements for Certified Food Manager that will work your event. List certification number and expiration date **and attach a copy of the Food Manager Certification to the application.** Certified Food Managers must also prove their identity with either a State Driver's License or state ID each day at the site. **Booths not staffed by certified personnel will be CLOSED! NO EXCEPTIONS!**

Complete the information below **AND** attach a copy of the CERTIFICATE for each CERTIFIED FOOD MANAGER listed below

NAME	CERTIFICATION #	CERTIFICATION EXPIRATION DATE

If you will be selling any pre-packaged food items, example: canned pop, chips, cakes, etc. – list ALL below.

PRE-PACKAGED FOOD ITEM	SUPPLIER (name, address, & town)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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FOOD SUPPLIER, PREPARATION, TRANSPORTATION & HOLDING

Provide the names(s) and address(es) of ALL food suppliers that are utilized

1. NAME: _____

   ADDRESS: _____

   TOWN: _____ STATE: _____ ZIP CODE: _____

2. NAME: _____

   ADDRESS: _____

   TOWN: _____ STATE: _____ ZIP CODE: _____

3. NAME: _____

   ADDRESS: _____

   TOWN: _____ STATE: _____ ZIP CODE: _____

- Where will the food be prepared? ☐ON-site ☐OFF-site

If Off-site, provide the name(s) and address(es) of all licensed facilities to be used for initial food preparation (where food is originally prepared)

BUSINESS NAME: _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP CODE: _____

- Will you have a refrigerated (or) freezer truck/trailer at the event for extra storage?

☐YES ☐ NO

FOOD PREPARATION

To help us better understand your food operation and ensure that food safety is the priority, an explanation of how each menu item is prepared, transported, and stored, before and during the event is required.

Menu items are subject to the review and approval of the Health Inspector. The Health Inspector may also impose additional requirements to protect against health hazards and may prohibit the sale of some or all potentially hazardous foods.

Only those foods requiring limited preparation shall be prepared or served at the event. Complex preparation including the practice of cooling of potentially hazardous foods, shall be done in advance at an approved food service establishment in an approved manner.

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FOOD PREPARATION--List all food items and how they will be prepared, transported, and held before and during the event.	
FOOD ITEM	FOOD ITEM DETAILS
EXAMPLE: Chicken Tacos **INCLUDE ALL REQUIRED FOOD TEMPERATURES IN YOUR FOOD ITEM DETAILS**	**Preparation** Chicken cooked to 165°F. Lettuce, onions and tomatoes cut at restaurant. Chicken properly cooled from 135°F-70°F within 2 hours and from 70°F-41°F within 4 additional hours. All stored 41°F or below under refrigeration after preparation. **Transportation** Above items transported in insulated containers or refrigerated truck to event with an internal food temperature of 41°F or below. **Holding Procedures** Above items held under mechanical refrigeration at the event internal food temperature of 41°F or below. Chicken reheated on grill to 165°F for 15 seconds and then held on the steam table 135°F or above. Tacos assembled as ordered.

FOODITEM	**FOOD ITEM DETAILS**
INCLUDE ALL REQUIRED FOOD TEMPERATURES IN YOUR FOOD ITEM DETAILS (See Examples Above) **List Common Food Name Here:**	**Preparation with temperatures (see above):** **Transportation with temperatures (see above):** **Holding Procedures with temperatures (see above):**

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FOODITEM	FOOD ITEM DETAILS (AS SHOWN ON PAGE 9)
INCLUDE ALL REQUIRED FOOD TEMPERATURES IN YOUR FOOD ITEM DETAILS (See Examples Above) **List Common Food Name Here:**	**Preparation with temperatures:** **Transportation with temperatures:** **Holding Procedures with temperatures:**

FOODITEM	FOOD ITEM DETAILS (AS SHOWN ON PAGE 9)
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SHARED COMMISSARY AGREEMENT

If you are an unlicensed vendor, you are required to prepare and operate from a licensed facility which is inspected by a health regulatory authority and this form must be completed by the owner of the licensed food establishment.

_____
Name of business applying for temporary food permit

_____
Name of off-site (shared) food establishment

_____
Food establishment address Town State Zip Code

_____
Food establishment telephone number

If the food establishment is located outside of Alsip, Illinois, attach a copy of the business license and the most recent routine food inspection report for that establishment.

The operations conducted off-site in the food establishment will include **(check all that apply)**

- o **Cold storage of food products**
- o **Dry storage of food products**
- o **Food preparation (preparing, cutting, cooking, cooling, reheating, etc.)**
- o **Cleaning/Sanitizing of equipment and utensils**
- o **Servicing water system (filling potable water and disposal of wastewater)**
- o **Other (list):** _____

As the owner of the above approved food facility/commissary, I have given my permission for the business known as _____ to use my facility for the dates of _____ for the operations indicated, and know that I am ultimately responsible for the maintenance and sanitation of this food facility.

_____
Owner of approved facility/commissary (please print) Telephone Number

X_____
Signature of approved facility/commissary owner Date

X_____
Notary Public signature, stamp, and date