

MENARD COUNTY HEALTH DEPARTMENT
C/O SANGAMON COUNTY DEPARTMENT OF PUBLIC HEALTH

2833 South Grand Ave. East, Springfield, IL 62703
Phone (217) 535-3145 Fax (217) 747-5103
Website: www.scdph.org Email: envhealth@sangamonil.gov

APPLICATION FOR LICENSE TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT

Name of Event:	_____
Event Address:	_____ City:_____
Sponsored By:	_____ Vendor Name:_____
Estimated Number of People to be Served:	_____

Person in Charge:	_____ Mobile Phone Number for day of event: () _____-
Mailing Address:	_____ City:_____ Zip:_____
Contact Telephone Number: () _____-	Alternate Telephone Number: () _____-
Email:	_____

Food Preparation Date: _____	Prep Location: _____	Prep time: _____
Will food be transported to another location? _____	If yes, method: _____	
** Food improperly cooled/ reheated may be thrown away if the inspector determines that it may be adulterated.		
Event Start Date: _____	Event Location: _____	Event Setup time: _____
Event times of operation: _____		

Menu Items	Source (where menu items/ingredients are purchased)

****Food shall be prepared on site or in a facility pre-approved by this Department. Food shall not be prepared in residential kitchen facilities.**

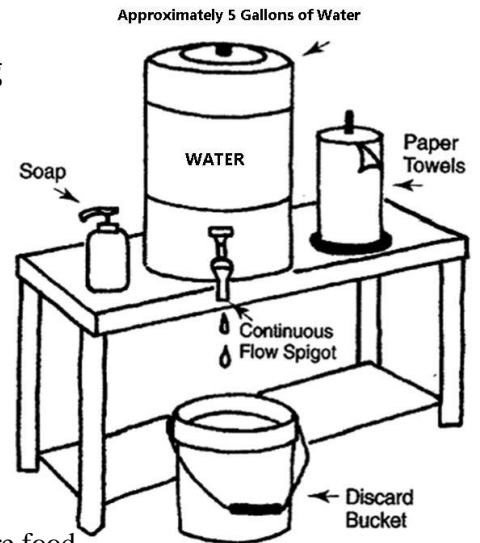
If any Certified Service Sanitation Managers (not required) will be present on site, please list their information:

_____	_____	_____
Name	ID Number	Expiration Number

TYPE OF LICENSE AND FEES:

_____ One (1) to Two (2) Day License (\$30.00)	_____ Not-for-Profit (\$0.00)
_____ Three (3) to Fourteen (14) Day License (\$60.00)	Tax Exempt# _____

Temporary Food Event Checklist for Safe Food Handling



DIRTY EQUIPMENT

- Three pans will be provided (or a three compartment sink) to **wash, rinse, and sanitize** food handling utensils. Utensils will be air dried.
Type of sanitizer to be used: _____ Verified with test strips.
- A bucket/spray bottles containing sanitizer solution will be provided to clean food preparation counters.
- All food preparation, cooking, service, and grills will be under a tent or roof. Provide fans (to provide an air curtain) or screens to reduce pest activity.

EMPLOYEE HYGIENE

- Hand washing facilities – A hand washing station as illustrated or a sink (not in a restroom) will be provided. Either must be within 20 feet of the place where food is being handled. Either must have running water, soap in a dispenser, and paper towels. (Note: Portable water supply must have spigot to allow water to flow freely – no push buttons allowed).
- Gloves will be worn by all people handling ready-to-eat food.

TEMPERATURE ABUSE

- Temperature Control: Cold food < **41 degrees** and hot food > **135 degrees** or more after cooking.
- Time Control: Once >41 or < 135, food must be sold or discarded after 4 hours
- A thermometer will be available for temperature checks.

COOKING/ REHEATING

- Raw plant food cook 135F, raw fish/ pork cook to 145F, raw beef cook to 155F, raw chicken/turkey/reheat cook to 165F
- Review the reheating and cooling procedures

FOOD SOURCE

- Food will only be prepared on-site. There will be no home preparation of food.
- Off-site location approved in advance of the event by the SCDPH.

SCDPH APPROVAL: _____

I have read the checklist above for safe food handling and agree to implement these practices at the temporary event. If I am not responsible for food handling at the event, I will provide this checklist to the person who is responsible for food handling and will make sure they agree to abide by these practices. If you have questions, or the event is cancelled, call SCDPH (217-535-3145) between 8:00 a.m. – 4:30 p.m. Monday – Friday. After those hours, call the Sangamon County Sheriff's Department non-emergency number (217-753-6666) and ask the dispatcher to contact the County Health Department.

Signature **X** _____

Date _____

Printed Name _____

For Office Use Only

/ /
Inspection Date

Director of Environmental Health

/ /
Approval Date

Director of Public Health