



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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Last Updated: April 2024

www.villageofglencoe.org

Temporary Food Service Permit Application

The Village requires a Temporary Food Service Permit for any temporary food service, not to exceed 14 days, in connection with a fair, carnival, special event/grand opening or similar public gathering with food service and/or sales.

Any vendor that is not approved a minimum of 10 business days prior to the event will not be allowed to participate in the event. It is recommended that the vendor providing the food for the event submit the application.

Please note: this is an application only. After receipt and review of the application by the Village, the applicant will be notified of its approval or denial.

Additional Documents Required for Submittal

If food is prepared at an establishment outside of the Village of Glencoe, please submit a copy of its last health inspection report as well as a copy of a valid Food Service Manager Certification. This inspection must have taken place within the last six months. Additionally, if you operate from a food truck please provide a commissary agreement with the facility where the truck is serviced/licensed.

Temporary Food Service Permits may be extended or renewed past the originally approved 14 days at the Village’s sole discretion. The applicant should submit a written request via e-mail to Communications Manager Sammy Hanzel at shanzel@villageofglencoe.org.

For assistance with this form contact Communications Manager Sammy Hanzel at shanzel@villageofglencoe.org or (847) 461-1104.

Section A: General Information

Name of Event: _____

Organization Hosting Event: _____

Organization Contact Name: _____

Organization Contact Email: _____ Phone: _____

Location of Event: _____

Date(s) of Event: _____

Not to exceed 14 days without Village approval.

Time(s) of Event: _____

Initial Set-up Time for Purpose of Inspection: _____

Section B: Food Vendor Information

Applicant Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Food Establishment Name: _____

Food Establishment Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Fax: _____

Section C: Temporary Food Operator Menu Requirements Form

All Potentially Hazardous Foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures out of the Danger Zone (41°F-135°F). A calibrated thermometer is required to monitor temperatures often at the event.

Will you use a clean, calibrated thermometer during the temporary event? Yes No N/A

Indicate below all temperature control measures you will use to keep potentially hazardous foods either below 41° or above 135°. Specify how many units and source of power (electric, generator, propane) (freezer packs). Identify which food items correspond to each category.

Cold Holding: (Un-drained ice is not acceptable as a cold holding device.)

Refrigerator Refrigerated Truck Freezer Ice Chest Dry Ice Other

Cooking: Sterno is not acceptable as a heating source.)

Oven Barbecue Wok Fryer Roaster Oven Stove Gas Grill Other

Hot Holding:

Oven Barbecue Steam Table Stove Gas Grill Toaster Oven Chaffing Dish Other

Food/Beverages:

List all foods and beverages you will serve at the event. Only items listed will be approved for service. Any changes must be approved by the Village Sanitarian before the event. If off-site preparation is selected, you must use an approved (permitted) kitchen facility. Home prepared foods cannot be served at events open to the public.

See next page

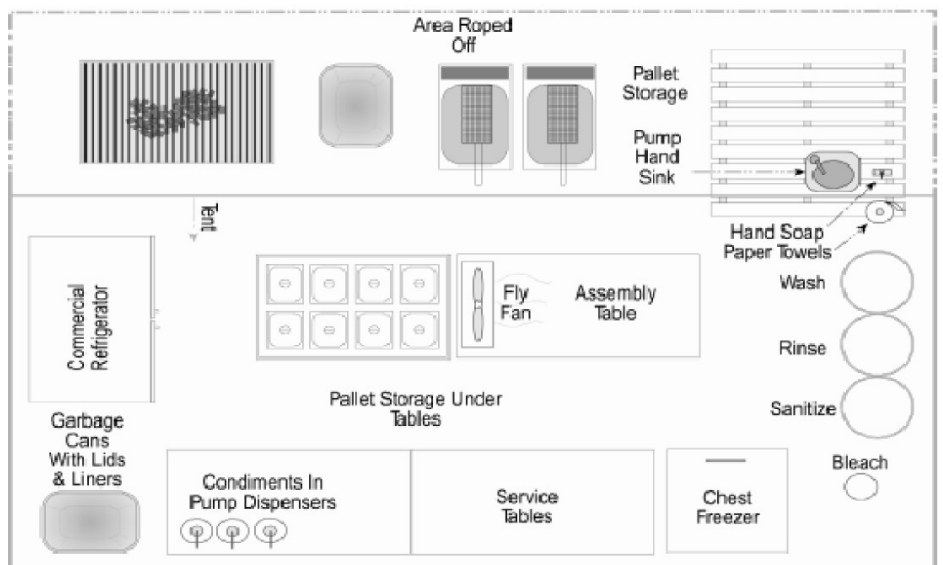
Food/Beverage Item	Where Purchased – Source	Preparation/Transportation/Holding Procedures
<i>Example: Potato Salad</i>	<i>Restaurant (Joe's Pizza)</i>	<i>Prepared at restaurant, kept on ice and refrigeration onsite.</i>
<i>Example: Hamburger Patties</i>	<i>Retail Store (Costco)</i>	<i>Frozen meat, kept in reach in freezer</i>

Section D: Booth Layout

Booth Layout Information:

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders, fire extinguishers and insect fans.

Provide drawing of booth layout below:



Section E: Signature

Signature: _____ Date: _____

Please e-mail, mail, fax or deliver this form with any supporting material to:

Village Manager's Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022
Phone: (847) 761-1102 | E-mail: info@villageofglencoe.org

For Internal Use Only

- Village Staff Approval by: _____ Date: _____
- Village Sanitarian Approval

Extension/Renewal Notes (if applicable):



TEMPORARY FOOD SERVICE PERMIT

Vendor Self Checklist

FOR VENDOR USE ONLY | DO NOT SUBMIT

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Use this list as a guide to assure you are prepared for the event and an inspection. Items on the list are required to be onsite and set up prior to opening your booth to sales.

- Check the amount of power that you will need to adequately operate all your equipment and lighting (# of AMPS) and verify with the event organizer that sufficient power is provided.
- A rented port-a-potty hand sick is recommended for hand washing, but other methods can be used. You must provide adequate amount of warm water, pump style hand soap, paper towels, a catch bucket for wastewater.
- A tent/overhead covering must be provided to protect food service areas. Grills/cooking equipment should not be under the tent.
- All food and non-food items must be stored 6" off the ground on pallets, tables, dunnage racks.
- Dish washing onsite is not required. Provide enough extra clean utensils to get through the duration of the event.
- Provide sanitizer wipe buckets or spray bottles to keep tables clean and sanitized. Also, provide chemical test kits to verify concentration.
- Provide lidded garbage cans. Cardboard boxes are not approved.
- Clean aprons, shirts, hats and adequate hair restraints are required for all booth workers.
- A food probe thermometer is required onsite to check food temperatures throughout the event.
- Single use disposable gloves are required for all food handling tasks.
- Ground covering shall be made of concrete, wood, asphalt, duckboards, platforms.
- Dispensers for condiments (individual packets, pump dispensers, or squeeze bottles). Lidded containers for condiments such as onions, relish, etc.)
- Eating utensils must be dispensed properly and organized to avoid hand contact. Individual sealed utensils work best.
- Brooms, oil dry, etc. for booth clean up at the end of the event.
- Containers to transport, store and remove used charcoal and fryer grease.
- Water must be obtained from an approved source and be run through a food grade hose to your booth.
- Mechanical refrigeration/freezers must be provided for cold holding potentially hazardous foods at a temperature of 41 degrees Fahrenheit or below. Ice will not be approved for cold holding potentially hazardous foods. Please contact the sanitarian to determine what foods are not permitted on ice.
- Electric or propane fired equipment must be provided for hot holding potentially hazardous foods about 135 degrees Fahrenheit or above. Sternos are not approved outdoors as they do not provide adequate/even heat outdoors.
- Use a thermometer to check food temperatures often.
- Leftover foods must be discarded at the end of each day and shall not be reserved during subsequent days of the event.