

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

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#** _____

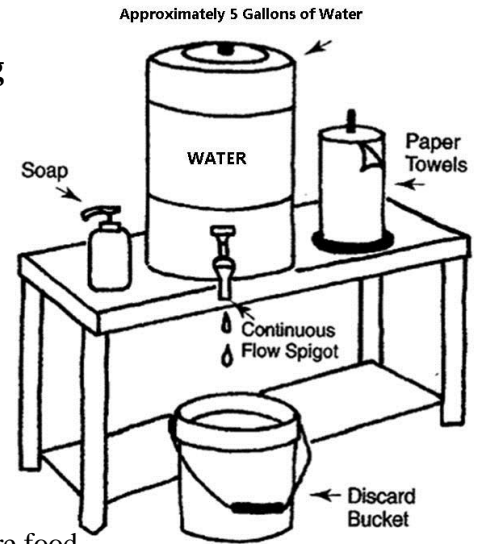
Temporary Food Event Checklist for Safe Food Handling

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 _____

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For Office Use Only

Inspection Date

Director of Environmental Health

Approval Date

Director of Public Health