



CITY OF COUNTRYSIDE

Event Permit/License Application
(Special Event and Amusement)

803 Joliet Road
Countryside, IL 60525
(708) 354-7270
Fax (708) 354-9445
www.countryside-il.org

THIS FORM MUST BE COMPLETED & SUBMITTED AT LEAST 20 DAYS PRIOR TO THE EVENT

ORGANIZATION INFORMATION

Name of Group/Business Hosting Event:

Organization is registered with State of Illinois as a Non-Profit Organization.
(Attach a current Certificate of Good Standing, required)

Are you a 501(C)3? Attach IRS letter reflecting federal tax exempt status.

Address:

Phone: Web Site:

Contact Name:

Onsite Contact:

Address:

Phone: Fax:

Cell Phone: Email:

GENERAL EVENT INFORMATION

Event Name:

Event Location:

Event organizer has permission of property owner to hold this event on his/her property.
(Letter of Authorization is attached).

Event Date: Event Hours:

Rain Date: Estimated Attendance:

Type of Event: (Check all that apply)

- Festival, Sporting Event/Run/Walk, Carnival, Circus, and Rides, Annual/Recurring Event, Parade, Arts and Crafts Fair, Fundraiser/Charitable Event, Customer Appreciation, Sidewalk Sale, Car Wash for Fundraising, Grand Opening, Anniversary Celebration

Other, please describe:

General Description/Purpose of Event:

## EVENT OPERATION

Set-up Event      Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Dismantling Event:      Date: \_\_\_\_\_ Hours: \_\_\_\_\_

## SECURITY

- Safety/Security** – If attendance is expected over 99 people, a **security contract** must be provided. Attach to application.

**Parking Plan for attendees including handicap parking:** \_\_\_\_\_

**Parking Plan for employees, volunteers, and other vehicles:** \_\_\_\_\_

## OTHER

To be considered:

- Street/Parking Lot Closures** – Please indicate on site plan/route map all streets that need to be closed.
- Water** – Please contact Public Works (708) 354-3390 for permission and requirements.

## SIGNAGE

Indicate plans for signage or banners: \_\_\_\_\_

The City does not allow event signage in the right-of-way. Event signage on private property is allowed with a proper temporary sign permit. Sign applications are available through the Building Department (708) 354-1860

## FACILITIES

Portable Restroom Facilities

Name of Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate location of portable restrooms on the site plan/site map. The City requires at least two port-a-potties for every 100 people, one handicap stall per 200 people and two hand-washing stations per 100 people. Contact the Building Department with questions on appropriate numbers for your event.

Tents

Tents or temporary structures over 10' X 10' require inspections (tents must be set up by noon on Friday for weekend events). **Contact the Building Department at (708) 354-1860 for a permit.** Please indicate size and description of tent, if electric will be used inside of tent for lighting or heating, please give name of tent company and phone number below.

Name of Company: \_\_\_\_\_ Phone: \_\_\_\_\_

## ENTERTAINMENT

List the names and phone numbers of all performers along with the times/dates of their performances during the event. **Please note that all entertainment must be respectful of the noise Ordinance Section 10-2-16 and all amplified outdoor music/entertainment must end promptly at 10:00 pm.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

## FOOD

List the name, address, phone number for all food vendors along with the Illinois Sales Tax ID Number. For all vendors outside the City, a copy of their latest health inspection and sanitation certificate is required. **A health inspection will be required prior to the start of the event.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

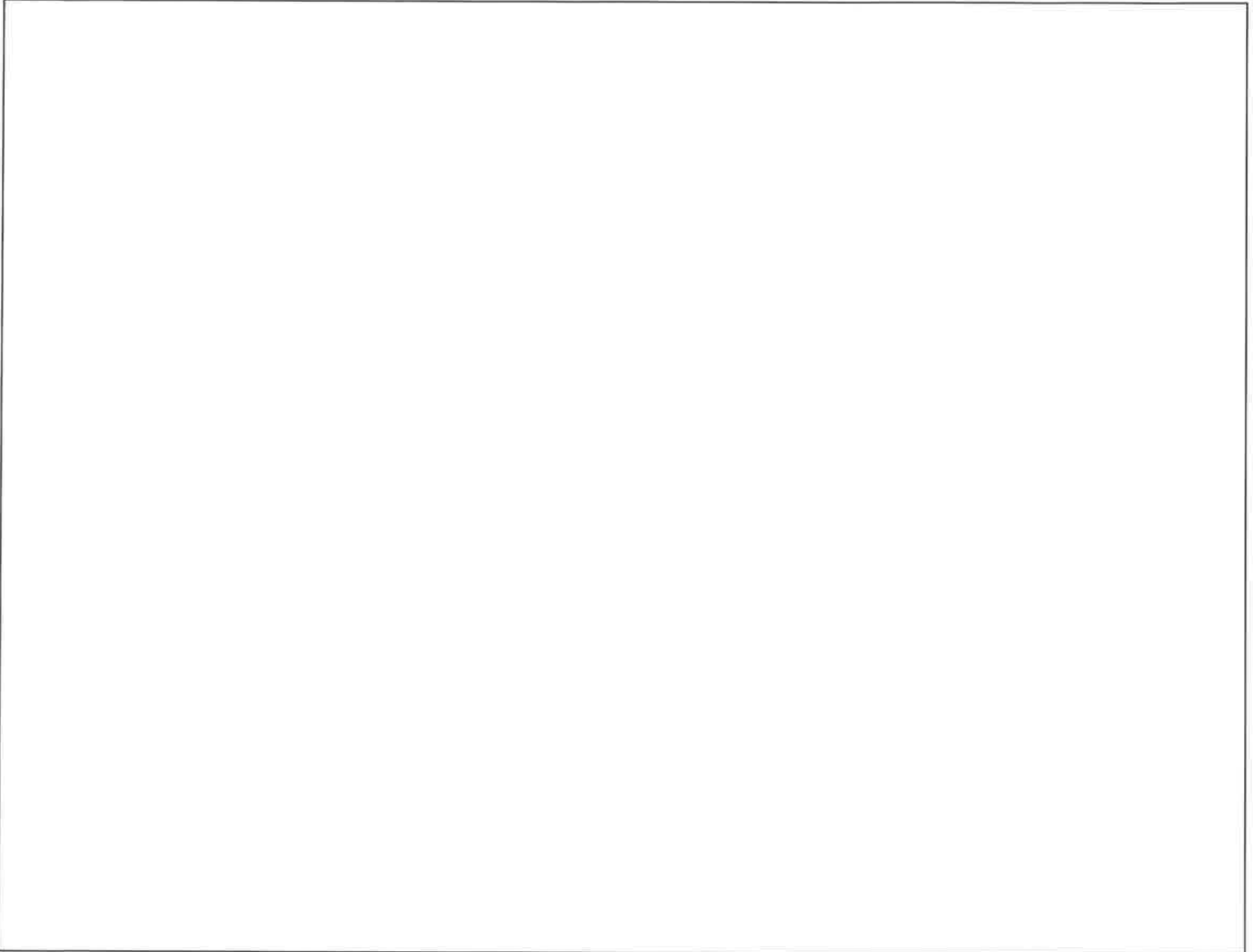
Phone: \_\_\_\_\_ Tax ID: \_\_\_\_\_

## LIQUOR SALES OR COMPLIMENTARY DISTRIBUTION

Contact the City Clerk at (708) 354-7270 for requirements and approval. Special Events liquor license required.

## SITE MAP/ROUTE MAP

Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet. Remember to make a flow of parades, runs, walks, etc.



The following locations must be included:

Food Vendors (FV)  
Beverage Vendors (BV)  
Toilets (T)  
Hand-Washing Sinks (HWS)  
Retail Merchants (RM)  
First Aid (FA)  
Garbage Receptacles (G)

Number of Barricades (B)  
Fire Lane (FL)  
Fire Extinguishers (FE)  
Public Entrances/Exists (PE)  
South Stages/Amplified Sound (S)  
Resident Streets Surrounding Event

## INSURANCE

A Certificate of Insurance listing the City of Countryside as certificate holder will be required for all events. Minimum coverage is \$1 million.

## ACKNOWLEDGEMENT

I hereby certify that all the information provided in this application is true and correct to the best of my knowledge and that I have not provided false or misleading information. I understand that failure to supply adequate or correct information will be subject to the revocation of permission to hold such an event or use of City property.

I have read and fully understand the application form and all requirements and procedures necessary in obtaining a special event permit.

\_\_\_\_\_  
Sponsoring Organization President/CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Coordinator

\_\_\_\_\_  
Date

## FEES

_____ Special Event (Liquor)	\$ 50 per day	_____
<b>Class C (Non-Profit) Liquor</b>		_____
<b>Class CC (Other) Liquor</b>		_____
_____ Amusement (List Sec. 3-3-1-1)	\$100 per day	_____
_____ Temporary signs or banners		
<b>\$50 charge (Business Owners – no charge)</b>	\$ 50	_____
<b>Separate application needed</b>		
_____ Tent permit (Separate application needed)	\$ 50	_____
_____ Raffles (Separate application needed)		
	<b>Grand Total</b>	_____

**TO BE PAID AT TIME OF APPLICATION**

COOK COUNTY DEPARTMENT OF PUBLIC HEALTH  
ENVIRONMENTAL HEALTH SERVICES  
10220 S 76<sup>th</sup> Ave, Room 250  
Bridgeview, IL 60455  
708-974-7116  
rlanderos@cookcountyhhs.org

**APPLICATION FOR "TEMPORARY" AND "FARMER'S MARKET"  
FOOD VENDOR PERMIT**

Name of event:

Location or address of event:

Name of applicant:

Telephone number(s):

Email Address:

Date(s) applicant will serve or sell food at the event:

List all food items that will be sold or served:

Are you sampling your product:

Provide the name(s) and address(es) of the food establishments that are providing the food for the market. Also, provide a copy of their **business license** and **last two inspection reports**.

**Egg license** (if selling eggs) **Shared kitchen license** or **contract** (if cooking in a shared kitchen) **Cottage food certificate or application that is reviewed**.

Provide a copy of each label if you are selling pre-packed items.

Where will the food be prepared? (*on-site* or *off-site*)

If off-site, provide the name(s) and address (es) of ALL the preparation facilities:

Provide the date and time of preparation: If the food is prepared off-site, where will food be stored prior to the event and how will it be transported to the event?

How will food be maintained at safe temperatures during transportation?

What equipment will be used to maintain food at safe temperatures during the event? If serving food that requires refrigeration must have a **freezer** or **refrigerator**. If serving hot foods that are kept hot must have **hot holding units**.

I hereby declare that I have read and do understand the “Temporary Food Service Establishments Regulations” and “Farmer’s market regulations”.

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Applicant’s Signature

Date

**\*The Health Department requires at least two weeks to review and process an Application (Must have approval from the health department before participating in the market)**

COOK COUNTY DEPARTMENT OF PUBLIC HEALTH



**TEMPORARY FOOD SERVICE  
ESTABLISHMENT  
REGULATIONS**

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## INTRODUCTION

In an effort to eliminate or at least minimize foodborne illness incidents associated with temporary food service establishments, the following regulations have been compiled. These regulations conform to Federal and State food service standards but have been condensed to fit the needs of temporary food service facilities. Far greater foodborne illness hazards exist in temporary food service facilities than normally would exist in fixed, permanent, facilities. This is due primarily to conditions of nature that are difficult, if not impossible to control. Therefore, the intent of these regulations is to minimize potentially hazardous conditions, and in doing so, to provide a safe, pleasant, recreational dining experience to the consuming public.

## DEFINITION

A temporary food service establishment is one that operates at a fixed location for a consecutive period of time not to exceed fourteen (14) days in conjunction with a single event or celebration. Examples may include farmer's markets, church socials, block parties, carnivals, political fund raisers, charitable fund raisers, ethnic festivals, fairs, taste fests, organized picnics, or other similar events or outings.

## ADMINISTRATIVE PROCEDURES

### **Permit Application:**

An application for a temporary food service establishment permit shall be made in writing to the health authority. A copy of the temporary food service establishment regulations shall be furnished to the applicant. The application shall be made on a form provided by the health authority for this purpose. The properly executed form shall be returned to the health authority at least two (2) weeks prior to the start of the event.

### **Pre-Operational Inspections:**

The health authority shall inspect the temporary food service facility prior to the start of operations to determine compliance with the requirements of these regulations. No food service facility shall begin preparing or serving food without prior approval of the health authority.

### **Routine Inspections:**

Inspections of the facility shall occur throughout the duration of the event. If violations of major public health significance are not corrected immediately when found or lesser violations are not corrected within three (3) hours, the food service facility shall be immediately ordered to discontinue food service operations. The facility shall remain closed until authorized to resume operations by the health authority.

### **Administrative Authority:**

The health authority may impose additional requirements to these regulations to protect against health hazards related to the conduct of the temporary food service establishment and may prohibit the sale of some or all potentially hazardous foods if deemed necessary to protect the health and well being of the public.

## FOOD SUPPLIES

### **General:**

All food supplies including meat, milk, vegetables, ice, beverages, ingredients, spices, etc. shall be obtained from approved sources complying with applicable State and Federal Laws and Regulations. All food shall be clean, wholesome, free from adulteration and properly labeled. The use of home canned or home prepared food is prohibited. Ice that is consumed or that will come in direct contact with food or food containers shall be obtained from an approved source in chipped, crushed, or cubed form and transported and stored in single use, closed container bags.

## FOOD STORAGE AND PROTECTION

### **General:**

All food supplies including bagged ice shall be stored off the ground on pallets or shelves. All food shall be properly covered and adequately protected from all forms of contamination.

### **Wet Storage:**

The storage of packaged or wrapped food directly in contact with water or undrained ice is prohibited. However, cans of non-potentially hazardous beverages may be so stored provided the water contains at least 50 parts per million of available chlorine and is changed frequently enough to keep the water and containers clean. Ice used for cooling stored food, beverages, and food containers shall not be used for human consumption.

**Refrigeration and Food Temperatures:**

Potentially hazardous food which consists in whole or in part of milk or milk products, eggs, meat, poultry, and fish shall be maintained at temperatures of 41°F or below or 135°F or above. Uncooked ham, pre-cooked ham, fresh pork, and poultry must be heated throughout to a minimum internal temperature of 165°F. Metal stem-type numerically scaled thermometers accurate to  $\pm 3^{\circ}\text{F}$  shall be provided and used to assure attainment of proper internal cooking or holding temperatures of all potentially hazardous foods. Mechanical refrigeration equipment, when used, must be provided with thermometers to indicate ambient air temperatures within the units.

**FOOD PREPARATION AND HANDLING****General:**

Potentially hazardous foods approved by the health authority shall be prepared, stored, and handled in accordance with current State and Federal Laws and Regulations. Food shall be prepared with the least possible manual contact, using suitable utensils and on surfaces that, prior to use, have been properly washed, rinsed, and sanitized.

**Raw Fruits and Vegetables:**

All fruits and vegetables shall be thoroughly washed before use.

**Hamburger:**

All hamburger, ground beef, or similar meat product, intended for use in sandwiches shall be purchased in patty form only.

**Frozen Foods:**

Potentially hazardous frozen foods must be thawed in accordance with current State and Federal Laws and Regulations. These frozen foods must be commercially prepared and from an approved source.

**Left-Over Foods:**

The use of left-over potentially hazardous food is prohibited. Examples of such foods are sandwiches, chicken, sausage, ground beef, fish, corn dogs, and batter. Other potentially hazardous foods may also be included if, in the opinion of the health authority, a serious potential hazard exists in their preparation or handling. Reservice of any food is prohibited.

**UTILIZATION OF OFF-SITE FOOD SERVICE FACILITIES****General:**

Facilities such as church kitchens, commercial restaurants, approved commissaries, etc. that are utilized for off-site food preparation shall be inspected prior to the event and shall meet the requirements as set forth in the current State and Federal Laws and Regulations. Inspection findings from other approved health agencies may be accepted by the health authority when the facilities are located outside the jurisdiction of the health authority.

**FOOD DISPLAY AND SERVICE****General:**

All food on display such as cotton candy, candied apples, etc. shall be individually wrapped or covered to prevent contamination from dust, insects, or any other elements. Potentially hazardous foods shall be maintained at an internal temperature of 41°F or below 135°F or above during display or service to the customer.

**Condiment Dispensing:**

Sugar, mustard, catsup, and other condiments shall be individually packaged or dispensed from approved type dispensers. Straws shall also be individually wrapped.

**Food and Ice Dispensing:**

Suitable utensils shall be used for the dispensing of food and ice. Hand dipping of ice is prohibited. Dispensing utensils shall be:

1. Stored in the food or ice in such a way that the handle does not come in direct contact with the product dispensed.
2. Stored clean and dry
3. Stored in running potable water.

**FOOD TRANSPORTATION****General:**

During transportation, food and food utensils shall be kept in covered containers or completely wrapped or packaged so as to be protected from contamination. The internal temperature of potentially hazardous food shall be 41°F or below, or 135°F or above.

## **PERSONNEL AND PERSONAL HYGIENE**

### **General:**

Personnel with boils, cuts, open sores, respiratory infections or any form of communicable disease shall not be permitted to work in a temporary food service establishment. Fingernails shall be clean and trimmed. Employees shall wash their hands and arms before starting work, after using toilet facilities, after breaks, after eating or smoking, and whenever necessary during the day. Employees shall wear clean outer clothing and shall wear effective hair restraints. The use of tobacco in any form is prohibited in the food preparation or sales areas.

### **HANDWASHING FACILITIES**

### **General:**

Convenient and adequate handwashing facilities shall be provided and used in each food service establishment, preferably with hot and cold running water under pressure. Where this is not practical, the minimum facilities shall consist of a container with a faucet or spigot, clean water, liquid soap, and individual hand towels. Common towels are prohibited. Handwashing water shall be collected in a bucket and discarded as liquid waste.

*\*Please see attached diagram for handwashing.*

### **EATING AND DRINKING UTENSILS**

### **General:**

Only single service tableware and utensils shall be used including cups, plates and flatware. Knives, forks, etc., if not individually wrapped, shall be provided to the customer by food service personnel. Bulk quantities of such items shall not be immediately accessible to the customer and shall be stored in an approved manner that prevents contamination. Cups shall be dispensed through approved tube dispensers to avoid contamination of surfaces in contact with the mouth of a customer.

### **WASHING AND SANITIZING FACILITIES**

### **General:**

Facilities shall be provided and used for the proper washing, rinsing, sanitizing, and air drying of pots, pans, and all multi-use utensils needed for food preparation and dispensing. Kitchenware shall be properly stored when not in use to prevent contamination.

### **Cleaning Frequency:**

- a) To prevent cross-contamination of food, kitchenware and food contact surfaces of equipment shall be washed, rinsed, and sanitized after each use and following any interruption of operations during which time contamination may have occurred.
- b) Where equipment and utensils are used for the preparation of potentially hazardous foods on a continuous or production-line basis, utensils and the food contact surfaces of equipment shall be washed, rinsed and sanitized at intervals throughout the day on a schedule subject to approval of the regulatory authority. This schedule shall be based on food temperature, type of food, and amount of food particle accumulation.
- c) The food contact surfaces of grills, griddles, and similar cooking devices and the cavities and door seals of microwave ovens shall be cleaned at least once a day except that this shall not apply to hot oil filtering systems. The food contact surfaces of all cooking equipment shall be kept free of encrusted grease deposits and other accumulated soil.
- d) Non-food contact surfaces of equipment shall be cleaned as often as necessary to keep the equipment free of accumulations of dust, dirt, food particles, and other debris.

### **Wiping Cloths:**

Wiping cloths, moist cloths and sponges used for cleaning food and non-food contact surfaces of equipment such as counters, dining tables, and shelves shall be clean and rinsed in an \*approved sanitizing solution and used for no other purpose. These cloths and sponges shall be stored in the sanitizing solution between uses.

*\*Those sanitizers that are listed in the code of Federal Regulations 21 CFR 178.1010.*

## **FOOD EQUIPMENT CONSTRUCTION**

### **General:**

Only food equipment that is in good repair and cleanable shall be used. Wood is not an acceptable material in the construction of fruit juice extractors. Food contact surfaces of equipment shall be corrosion resistant, non-absorbent, non-toxic, free of breaks, open seams, chips, pits, and similar imperfections. Galvanized containers shall not be used for preparation, display and storage acid drinks. The use of porcelain enameled food containers is prohibited. Containers for storage of ice on location shall be constructed of easily cleanable materials, equipped with a drain and provided with over lapping tight fitting lids. Styrofoam containers are not acceptable as ice containers.

## **WATER SUPPLY**

### **General:**

An adequate supply of safe potable water for drinking, food preparation, handwashing, and cleaning utensils and equipment shall be provided in the temporary food service establishment. Whenever possible, a pressure supply system is recommended. Hot water shall be made available for cleaning purposes.

### **Water Containers:**

If water under pressure is not available in the facility, water storage containers shall be constructed of an approved type material, possess tight fitting, over-lapping covers and have a dispensing valve that is easily cleanable. Water containers constructed of wood are prohibited.

## **SEWAGE DISPOSAL**

### **General:**

All liquid waste shall be disposed of in an approved manner that will not create a health hazard or a public nuisance.

### **Toilet Facilities:**

Approved toilet facilities that are conveniently located shall be provided.

## **REFUSE DISPOSAL**

### **General:**

An adequate number of approved refuse containers shall be provided at each facility. It shall be the responsibility of each facility owner or operator to keep the area surrounding his or her facility free of food scraps, paper, litter, and other debris.

## **FOOD STAND CONSTRUCTION**

### **General:**

The following construction standards shall be followed when building or setting up a Temporary Food Stand:

### **Floors:**

Floors shall be constructed of concrete, asphalt, tight wood panels, or other similar cleanable materials kept in good repair. Dirt or gravel when graded to drain properly may be considered as acceptable, provided it is covered with clean, removable tight wood panels or duckboards. Sawdust shall not be used as a floor covering.

### **Walls and Ceilings:**

Walls and ceilings shall be made of wood, canvas, or other suitable materials that protect the interior of the facility from the elements. Walls and ceilings of food preparation areas shall be constructed in a way that prevents the entrance of insects. Doors to food preparation areas shall be solid or screened and shall be self-closing. Screening material used for walls, doors, or windows shall be at least 16 mesh to the inch.

### **Counter Openings:**

Counter-service windows or openings shall not be larger than necessary for the particular operation conducted. These openings shall be provided with tight fitting or screened windows or shall be provided with fans installed and operated to restrict the entrance of flying insects. Counter-service windows or openings shall be kept closed except when in actual use.

All wood framing shall be maintained in good condition and shall be clean.

All canvas shall also be maintained in good condition and shall be clean.

**DURING SEASON WHEN FLIES, BEES, WASPS, HORNETS, AND OTHER FORMS OF FLYING INSECTS ARE NOT IN EVIDENCE, OR WHERE ADEQUATE MEASURES HAVE BEEN TAKEN TO EFFECT THEIR CONTROL, CONSTRUCTION STANDARDS SHALL REMAIN THE SAME EXCEPT THAT SCREENING MAY BE ELIMINATED.**

## **TEMPORARY FOOD SERVICE ESTABLISHMENT SELF-INSPECTION CHECKLIST**

The following list is designed to assist you in conducting a self-inspection of your stand before you open. Carefully read the attached booklet titled, "Temporary Food Service Regulations" for more complete information. If you are missing any of the required equipment on this list, **DO NOT OPEN**.

- [ ] Six sinks, pails or basins for:
  - a) Washing, rinsing and sanitizing utensils and equipment
  - b) Collect liquid waste from handwashing
  - c) Wiping cloths for food contact surfaces
  - d) Wiping cloths for non-food contact surfaces
  - e) Container with a faucet or spigot (handsink)
  
- [ ] Provide a metal stemmed thermometer (not glass) that is accurate to within  $\pm 2^{\circ}\text{F}$  for checking internal food temperatures.
  
- [ ] Provide a thermometer for each mechanical refrigeration unit (refrigerator or freezer) that is accurate to within  $\pm 3^{\circ}\text{F}$ .
  
- [ ] All equipment, utensils, etc. must be in good condition (no chips, cracks, pitting, etc.).
  
- [ ] Detergent, sanitizer and sanitizer test strips must be available in each stand where utensils are cleaned.
  
- [ ] Provide liquid hand soap and paper towels for hand washing.
  
- [ ] Provide sufficient mechanical refrigeration that will hold potentially hazardous food temperatures below  $41^{\circ}\text{F}$  at all times.
  
- [ ] All walls, ceiling and windows must be screened or protected with an approved air curtain to prevent entry of insects. Doors must be self-closing
  
- [ ] Provide hot holding equipment that will maintain hot food temperatures of  $135^{\circ}\text{F}$  or above when required.
  
- [ ] Hair restraints must be available and used by all employees. Visors are not considered to be an effective hair restraint.
  
- [ ] The stand is constructed in compliance with the Temporary Food Service Establishment Regulations, including the floors.

**Note:** Potentially hazardous food must be maintained at temperatures below  $41^{\circ}\text{F}$  or above  $135^{\circ}\text{F}$ . Any leftover potentially hazardous food from the previous day or potentially hazardous food having temperatures between  $41^{\circ}\text{F}$  and  $135^{\circ}\text{F}$  **SHALL BE DESTROYED**.