

Temporary Food Event Permit Application

Village of Oak Park Public
Health Department



A Temporary Food Permit must be obtained from the Village of Oak Park Public Health Department before any person or group can serve food or beverages at a public event. The sale or distribution of food produced in a private home or unlicensed business is **not permitted**. Late fees will be applied if permit applications and necessary materials are not received a minimum of 7 days before the date of the event. **NO APPLICATIONS WILL BE ACCEPTED WITHIN 48 HOURS OF THE EVENT START TIME**. If any questions arise when filling out your application, call the Village of Oak Park Public Health Department at 708-358-5487 or e-mail HealthInspector@oak-park.us.

Event Information

Event Name:

Event Address:

Date(s) & Event Start Time:

Event Contact:

Vendor Information

Vendor Name:

Facility Address:

Vendor Contact
(Name/Phone/Email):

Municipality/County/State licensed in:

Certified Food Protection Manager(s):

Menu & Preparation Information

Only the food items listed will be inspected for approval. For any subsequent menu changes, contact this office prior to the event. If required, use additional sheets to list all items. For any food prepared outside of Oak Park, a copy of the most recent inspection report from the local health departments visit to the base location is required. If no base location exists, a commissary agreement must be completed indicating permission to use the commercial kitchen space.

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Equipment

For each equipment category, please mark one of the following. Be sure that the entire application is thoroughly completed, as incomplete applications will be considered void. All food prepared off-site **MUST** be done in an approved facility. **Ice chests are not permitted to cold-hold food; only electrical refrigeration is allowed.**

Food truck or booth?

- ☐ Truck
☐ Booth

Handwashing?

- ☐ Hand sink
☐ Container with hands-free spigot

Hot holding equipment?

- ☐ Oven ☐ Grill
☐ Steam table ☐ Hot box ☐ Other: _____

Cold holding equipment?

- ☐ Refrigerator ☐ Freezer
☐ Other: _____

Pest control?

- ☐ Screens
☐ Food covers
☐ Fans

Warewashing

- ☐ 3 Buckets
☐ Booth
☐ Extra single-use utensils

Wastewater Disposal?

- ☐ Public municipal sewer
☐ Holding Tank ☐ Provided by event coordinator

Barrier?

- ☐ Tables ☐ Food truck
☐ Interior kitchen ☐ Sneeze Guard

Potable water supply?

- ☐ Public
☐ Private: (Water sample results required)

Sanitizer?

- ☐ Quaternary Ammonia
☐ Chlorine (Bleach)
☐ Iodine:



Additional requirements that are expected of each vendor:

- Hair restraint/hat
- Gloves, tongs or deli paper
- Thermometer
- Soap and paper towels
- Canopy (Tent/Trailer/Wood)

If using a licensed, commercial kitchen outside of Oak Park for food preparation, a copy of the most recent inspection report from the licensing health department is required.

Fees

All fees are non-refundable. Non-profits do not have to pay fees as part of the application. Proof of non-profit status will be required. Make checks payable to Village of Oak Park. Select one of the following options. A calendar year is defined as January 1st - December 31st.

- ☐ Application Fee: There will be a nonrefundable fee of one hundred dollars (\$100.00) per application for all special events.
- ☐ 2nd and all subsequent events attended for the calendar year - \$50
- ☐ Late Fee: There will be an additional fee of one hundred fifty dollars (\$150.00) for any late application. (Ord. 18-439, 10-15-2018)
- ☐ Mobile Food Truck Licensed in Oak Park - Contact Oak Park Health Department regarding payment.

I have read the Village of Oak Park's ordinance regarding temporary Food Establishments and will comply with the requirements set forth by the Village.

Signature of Applicant: _____ Date: _____

The Village of Oak Park Health Department will review your application and menu to ensure your set-up for the event meets food code requirements. You will receive a pre-operational inspection prior to the start of the event. **You MAY NOT sell food or beverages until you pass your pre-operational inspection and receive a permit to operate. Operating without a permit will result in possible removal from the event.**

Return all information to:



The Village of Oak Park
Department of Public Health
123 Madison St.
Oak Park, IL 60302