



Dear Prospective Oak Park Farmers' Market Vendor:

Welcome to the 2021 Farmers' Market season. This year we will be celebrating our 46th year as a Producer's Only Market. **We hope to move the Market back into the Pilgrim Church parking lot this year.** Please read through this application carefully for new details, even if you are a returning vendor. Also refer to the [Village's Farmers Market ordinance](#) found at www.oak-park.us/farmersmarket, which offers more detail on our farmers' market rules and regulations.

PLEASE NOTE the following regarding this application:

- We are requiring ALL vendors to complete a full application this year, including providing a listing of all items sold at this market in 2021 (see page 8). If you are a permanent returning vendor, you must provide a comprehensive product list as well.
- All vendors selling SNAP/Link-eligible products must participate in the Village's wireless point of service processing of LINK/SNAP cards and the Village's Double Value Coupon Program. A separate [Wireless Sales Agreement](#) providing additional information will be emailed/mailed to vendors prior to the start of the market. Applicable vendors must accept SNAP/Link as a payment form, customers will make payment of Link-eligible products at the Village's main information tent.
- Credit/Debit Wireless Sales Change: The Village will no longer process customer credit/debit vendor product purchases for vendors. Vendors are encouraged to manage their own wireless sales devices for credit/debit.
- The attached Vendor Application is intended for growers or producers of fruit, vegetables, flowers, plants, cheese, bread, meat, eggs, honey and other edible products which are produced in accordance with the Farmers' Market Ordinance which includes the rules of operation. The Oak Park Farmers' Market adheres to these key principles:
 - Producer Only Market: With the exception of bread vendors, all products sold at the market must be grown or raised by that vendor and must be grown or raised within the five-state region of Illinois, Indiana, Iowa, Michigan and Wisconsin. Purchasing from a wholesaler is not allowed under any circumstances. Fish vendors are exempt from the five-state region requirement.
 - Co-op Option: Vendors are allowed to co-op a small percentage of the products they sell at the market, as long as the products were raised or produced by a neighboring farm.
 - Organic/Sustainable: In our effort to increase the amount of organic and sustainable items available at the market, we ask that anyone working with farming methods that are considered either certified organic or sustainable provide their organic certification documents or documentation of their sustainable practices.
- Submit the completed application, fee payment and all supporting paperwork via mail and/or documents can be emailed to farmersmarket@oak-park.us. The application deadline is 5 p.m. on Friday, April 2, 2021.
- New Online Fee Payment Option: The Village will allow vendors to pay their application/permit fee(s) online, in addition to the option to send a check payment. More information is provided within the payment section of the application.
- Vendors will be notified of acceptance or denial of their application on or about Friday, April 16, 2021. Those not selected for the market will have their check/payment returned by mail.

If you have any questions regarding the application process, please feel free to reach out to me directly at farmersmarket@oak-park.us.

Sincerely,

Cameron Davis
Development Customer Services
Department &
Farmers' Market Commission Staff Liaison
123 Madison Street
Oak Park, IL 60302
farmersmarket@oak-park.us
(cell)708.358.5421

2021 Oak Park Farmers' Market Vendor Data Sheet

Farm/Business Name _____ "Doing Business As Name" @ Farmers' Market (if other than Farm Name)

Owner's Name _____ Corporate Name (if applicable)

Owner's Address _____

City _____ State _____ ZIP _____

Phone _____ Alternate Phone _____ Fax _____

E-mail Address _____ Company/Farm web site _____

Facebook page _____ Twitter _____

Illinois Sales Tax Information

All vendors must submit their State sales tax ID number and only returning vendors must submit satisfactory evidence of payment of the state sales tax in 2020 for sales at the Oak Park Farmers' Market.

Illinois Sales Tax ID # _____ (attach copy of license) Attach copy of 2020 sales tax paid to the State of Illinois (annual, quarterly or monthly statement(s)).

Market Calendar

Vendors must attend all market dates. Please circle any scheduled absences to the right for Manager's review and approval. Vendor fees are calculated on a full-season basis and we are not able to prorate fees for dates missed. After the start of the market, vendors must notify the Market Manager at least 7 calendar days prior to a scheduled date if the vendor cannot attend the market. Failure to notify market management may result in suspension or revocation of market permit.

2021 Farmers' Market Dates *Check all dates you will NOT be attending*

May				22	29
June	5	12	19	26	
July	3	10	17	24	31
August	7	14	21	28	
September	4	11	18	25	
October	2	9	16	23	30

Vendor Space Fees

Space fees are charged on a full-season basis (except for pop-up temporary vendors). Each vendor space is 5 feet wide. Each vendor must purchase a minimum of 10 feet (two 5-foot spaces) If you are planning to use one 10 x 10 tent, at least two spaces must be purchased. Fees: \$130/5 foot wide vendor space.

$$\frac{\text{_____}}{\text{\# of spaces requested}} \times \$130 \text{ per vendor space} = \frac{\text{_____}}{\text{Total fee due}}$$

Potential single day vendors (Pop-up vendors) will pay \$25.00 per Market day.

Space allotments will be based on availability and the discretion of the Market Manager. Make checks payable to Village of Oak Park. Also, you may pay online by following the directions below:

Farmers' Market vendors can pay their annual application/permit fee via mailed check or can now pay online. If paying online:

1. Go to www.oak-park.us
2. Select "Online Services" and "Pay/View Various Bills"
3. A new window will appear and select "Farmers Market"
4. Enter all the required fields
5. Continue through the process and vendor can pay with credit card or EFT (Check)
6. Vendor will receive an email receipt in about 15 minutes
7. Notify Cameron Davis of successful online payment by emailing farmersmarket@oak-park.us

Land Ownership

- Submit a copy of your real estate or property tax bill(s) and/or a copy of your lease document(s).
- Submit a map for each site you farm/process/package foods which shows: Farm boundaries; Growing areas; Crop locations; Storage sheds; Packaging/Processing facility locations.
- Do you gather any items from the wild? Yes No
If yes, attach a list of gathered products and their locations and attach a letter of permission from the property owner where gathered.

If you own the land you farm complete this section:

Complete Address of Land

Section Number

Township

County

City

State

ZIP

Number of acres used at this site for growing your products

If you rent or lease the land you farm complete this section:

Name of the lessor

Phone Number of the lessor

Address of the lessor

City

State

ZIP

Complete Address of Land

Section Number

Township

County

City

State

ZIP

Number of acres used at this site for growing your products

Note: If you use MORE THAN ONE parcel of land, you must also fill out the above information for EACH land area on a SEPARATE PAGE (feel free to copy this page) and attach it to this application.

Per Village Ordinance, vendors must upon request allow the Market Manager to inspect the land used by the vendor for the production of the food items sold at the Farmers' Market. It shall be the responsibility of the permittee or affidavit grower to provide the Market Manager or the Manager's designee with a timely opportunity to inspect and verify that the produce sold by the permittee at the market is grown and produced by the permittee or affidavit grower on the land designated in the permittee's application or affidavit.

Additional Markets

Please list the names and addresses of all farm stands, other farmers' markets AND other local retail/wholesale outlets you will/plan to participate in this year. Note names, days of week and the location of the market (city & state).

Name of Market/Outlet	Days of week you participate? (Circle)	Market Location: City & State
Example: Park Ridge Farmers Market	Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>	Park Ridge, IL
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Grown/Harvested Products continued

Organic Certification: Submit third-party organic certifications for all certified organic products sold.

Other Growing Certifications

Have your farm or products received some other type of certification such as Certified Naturally Grown? Yes No

***If you answer "Yes" submit a copy of your certification document.*

Early/Late Production of Grown/Harvested Products

Do you grow products via hot or green houses? Yes No

Do you grow products via hoop houses or high tunnels? Yes No

Do you grow products hydroponically? Yes No

Do you grow products aquaponically? Yes No

Do you use other season extending methods that allow you to produce products earlier or later than would be expected? Please explain.

Additional Items (All Vendors)

Please answer the following questions:

Yes

No

Community Supported Agriculture (CSA) – I will be using the Oak Park Farmers' Market for a location where my CSA customers can pick up their CSA shares. If yes, attached a list of products sold through the CSA to this application.

I participate in the Illinois Women, Infants & Children (WIC) Farmers' Market Nutrition Program

I participate in the Senior Farmers' Market Nutrition Program

I am registered in the State of Illinois as a Cottage Food Operation

I would like information on how to enroll in the WIC and/or senior produce nutrition programs

Insurance Information

All vendors must purchase and maintain a policy of commercial general liability or special event insurance with minimum limits of \$1,000,000 per occurrence and \$1,000,000 total aggregate with the Village of Oak Park named as an additional insured. The vendor must provide the Village with proof of this insurance in the form of a certificate of insurance as a condition of the issuance of a permit and being assigned a space at the Market.

Insurance Co.	Policy #	Exp. Date
Coverage Limits	Per Occurrence	
Aggregate		
Agent Name	Agent Business Street Address	
City	State	ZIP Code
Business Phone	Business Fax	

A copy of your insurance policy certificates must be on file with our office before your application will be considered complete.

Temporary Food Permit- Health Department Requirements

If you answer "Yes" to ANY of the questions below you must complete and submit a Farmers' Market Temporary Food License Application (*found at the end of this application*) and a separate \$150 fee (payable to "Village of Oak Park") with this application. Temporary Food Applications and payment are due a minimum of 14 days prior to the start of the market and/or when the vendor plans to start handling foods. Submitting an application within 10 days requires payment of a \$50 late fee.

Yes

No

I will be sampling products at my stand/booth at the market.

I will be selling time temperature for safety foods that require refrigeration (cheese, dairy, fish, meats, eggs).

I will be packaging breads and/or baked goods on-site.

The Temporary Food Application will be routed to the Health Department for review and approval. The Health Department will contact each vendor with a written approval of Temporary Food License. Vendors must keep a copy of the approved license at their booth for Health Department confirmation of licensure. Vendors will receive inspections from the Health Department during the market season to verify that the vendors are following all local, state and federal food regulations. If you have questions regarding completing the Temporary Food Application, contact the Health Department at 708.358-5480 or email the Health Department at health@oak-park.us.

Cooperative Grower Information

What is the Cooperative Grower?

A vendor that falls under the category of grower/producer may be permitted to sell the homegrown produce of another grower or producer upon approval by the Market Manager. Only products of another grower or producer not currently grown and/or produced by the permittee grower or producer, may be sold at the market and shall not make up more than twenty percent (20%) of the items available for sale by the permittee. *For example, if you bring 10 items to the market for sale, only 2 of those items may come from a co-op grower.*

What are the requirements of selling the products of another grower/producer?

- The co-op grower/producer must complete and submit the same Farmers' Market vendor application.
- The co-op's products must be grown and/or produced by them.
- The co-op's products must come from the co-op's farm.
- The co-op must be a farmer-to-farmer relationship – no auction or produce house product qualifies. The proximity of co-op growers must be within 60 miles of your primary growing property.
- "Supplementing" of products is not allowed. Only unique products from each member can be sold. This is to ensure the increased variety of products offered, not the increased quantity of existing products offered.
- When selling a co-op product, vendors are required to display signage indicating where and by whom the product was grown.

I will be selling the products of the following co-op grower/producers:

Grower Name	Street Address	City, State, Zip	Phone	Contact	Products

Make additional copies of this page as needed and attach to application.

Farmers' Market Agreement

Violation or falsification of ANY of the conditions as set forth in the following agreement will result in the immediate suspension or revocation of your permit to sell any product at the Oak Park Farmers' Market.

Oak Park Farmers' Market Agreement

By signing below on behalf of myself and any applicable entity named in this application, that I shall sell or offer for sale at the **2021** Oak Park Farmers' Market only such items which are of my own production or that of an authorized co-op producer set forth in my permit application.

All information provided within this application is correct and complete to the best of my knowledge. I affirm that I have read and understand the general regulations set forth in Chapter 18, Article 2 of the Oak Park Village Code, and I shall comply with all Oak Park Farmers' Market Rules and Regulations. I acknowledge that I am fully responsible for all activities conducted throughout the term of the applicable Oak Park Farmer's Market permit and I shall hold harmless, indemnify and defend the Village of Oak Park and its officers, officials, employees, volunteers and agents from any and all claims arising from my participation in the Oak Park Farmers' Market.

I acknowledge that I have read the Oak Park Equity, Diversity and Inclusion Statement found at <https://www.oak-park.us/village-services/tenantlandlord-relations/oak-park-diversity-statement> and I shall comply with the underlying principles found within the Statement during my participation in the Oak Park Farmers' Market.

The statements in the attached application are true to the best of my knowledge under penalty of perjury.

Signature

Print Name

Date

FOR OFFICE USE ONLY

Space Number(s)

Payment Amount Received

Permit Number

Final Review

This list must be completed prior to submitting your application. After reviewing each item, initial the item and include any applicable required documents.

- _____ I have read and completed this Application
- _____ I have submitted payment for Farmers' Market Vendor Space fee (See page 4 for fee calculation)
- _____ Returning Vendors: I have submitted a copy of my 2020 Illinois Sales Tax Records showing payment of state sales taxes for sales in Oak Park. (See page 3)
- _____ All Vendors: I have submitted a copy of my businesses Illinois Sales Tax ID Number
- _____ I have purchased and maintain a policy of commercial general liability or special event insurance. (See page 12)
- _____ I have submitted a map for each site I farm/process/package foods which shows: (See page 5) Farm boundaries; Growing areas; Crop locations; Storage sheds; Packaging/Processing facility locations
- _____ I have submitted a copy of my Real Estate Property tax bill(s) or a copy my land lease(s). (See page 5)
- _____ I have completed the Oak Park Farmers' Market Agreement (See page 14)
- _____ I have submitted a list of cooperative growers/producers (if applicable) (See page 13)
- _____ I have submitted all applicable organic and/or other certifications
- _____ I have submitted a Temporary Food License Application (if applicable) (See page 12)

The Oak Park Farmers' Market uses print, social media, and the internet to publicize our weekly market. Please provide us with some information that sets your farming and/or operation apart from others and shows care for the environment and the local community. Include information such as animal nutrition and environment, pest control methods, sustainability practices, locally sourced ingredients, etc. You can also attach information to this application. We reserve the right to share this information with the public:

Oak Park Farmers' Market Vendor Recap and Important Dates

**Please keep this page for your reference – do not turn in with your application.
Share this information with your sellers/market assistants.**

Review to the Rules of Operation and Farmers' Market Ordinance prior to the start of the market.

All vendors must send at least one representative to the Vendor Orientation Meeting on opening day, May 22, 2021 at 5:30 a.m. (Location to be determined).

- Vendors must display signage at their booths showing the name of your farm/company, as well as the city and state where you are located.
- Vendors are encouraged to provide signage communicating acceptance of Link, WIC and/or Senior Coupons.
- Vendors must display product prices at booth.
- Vendors shall park vehicles legally on Oak Park streets. Passenger cars may be parked in the high school's parking structure on Scoville Street, just west of the Market. Pop-up vendors are not allowed to park their trucks in the market. Pop-up vendor trucks must be moved on to street, after unloading (unless permission has been granted from market manager in advance).
- Vendors are allowed to start setting up no sooner than 6:00am on market days.
- Vendors must keep noise at a non-nuisance level during set-up and tear down to respect neighbors.
- Vendors must secure tents using sufficient weight to prevent tipping or moving because of winds. **We will cite a vendor who does not have weights, after one verbal warning.**
- Vendors cannot sell products prior to the start of the Market or after 1:00 pm.
- Vendors cannot leave the market parking lot/space until 1:00 pm for the safety of our patrons.
- Smoking on or within 15 feet of market property is strictly prohibited. Vendors may use church bathrooms located within the basement. Patrons can be directed to Ridgeland Commons the Park District building located across Lake Street.
- Items left at your stand by a customer should immediately be brought to the Market Info Tent for Lost & Found. If you are unable to leave your booth, call the Market Manager who can send someone to retrieve the item.
- Vendors may donate left-over food product with more information about specifics to come.
- Vendors will be notified by the market staff of special events including corn roast, stone soup and other events at a later date.
- All vendors shall be required to abide by the Village of Oak Park Market guidelines and the State of Illinois COVID-19 guidelines.

Please keep this page for your records – do not turn in with your application.

Share this information with your staff.

Farmers' Market Temporary Food License

Application & Guidelines



12.19

Introduction

This packet contains temporary food guidelines and a Temporary Food Application (pages 4 to 8). A Temporary Food License must be obtained from the Oak Park Department of Public Health before any person or group can serve food or beverages at a public event. The only exceptions are farmers selling whole fruits and vegetables they have grown or vendors who offer packaged beverages or food that are not perishable and have been obtained from a commercial, regulated source. The sale or distribution of food that was made in a private home or unlicensed business is not allowed, unless that business is a registered Home Kitchen Operation or a Cottage Food Operation as defined in the Illinois Food Handling Regulation and Enforcement Act.

In order to acquire a Temporary Food License please submit the following:

1. A fully completed Temporary Food Application (pages 4 - 8)
2. License fee

All fees are non-refundable

Not-for-profits do not have to pay fees as part of the application. Not-for-profit status proof may be required.

Make checks payable to *Village of Oak Park*

What is your license fee?

License fee for first Farmers' Market event per calendar year \$150

License fee for each subsequent Farmers' Market event per calendar year \$50

Late fee: Any application and/or payment received late requires payment of an additional \$50 late fee (in addition to one of the fees above).

3. If using a commercial kitchen outside of Oak Park for food preparation, a copy of the last inspection report from the licensing health department will be required.
4. Application and/or fees not received three calendar days prior to the event date will not be accepted by the Village and those participants will be denied participation in the event.
5. Return all information to:
The Village of Oak Park
Department of Public Health
123 Madison St.
Oak Park, IL 60302

The Health Department will review your application and menu to ensure your set-up for the event meets food codes. 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 license to operate.

Steps to Safe & Sanitary Food Service at Temporary Events

Booth: Design your booth with food safety in mind. The ideal booth will have an overhead covering and a level floor. No cooking equipment or food containers may be accessible to the public. Only food workers may be permitted inside -- no animals or children.

Cold and Hot Storage: Foods that need refrigeration must be held at 41° F or less until ready to serve. Foods being held hot must be held at 135° F or more. Check foods frequently to ensure the proper holding temperature is being maintained.

Cooking: Use a NSF approved food thermometer to check cooking temperatures of all food. Hamburgers and other ground beef should be cooked to 155° F; poultry to

165° F; whole pork, whole beef and seafood to 145° F.

Dishwashing: Use disposable utensils for food service whenever possible. Wash equipment and utensils in a three-step process – wash in hot, soapy water, rinse in hot water and submerge in chemical sanitizer for 60 seconds. All utensils and equipment must be air dried (see Diagram A).

Food Handling: Food employees must not touch ready-to-eat food with bare hands. Use single-use disposable gloves, tongs, napkins or other tools to handle food.

Handwashing: A hand washing facility must be available at all times. It must have warm running water under pressure, or gravity flow such as a large urn full of water for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must be provided (See Diagram B).

Health and Hygiene: Only healthy workers may prepare and serve food. Anyone who is ill is not allowed in the food booth. Workers must wear clean outer garments and hair restraints. Smoking is prohibited.

Ice: Ice used to cool cans and bottles cannot be used for human consumption. Ice used for drinks should be stored separately. Use a scoop with a handle to serve ice, never use hands or a cup.

Insect Control and Trash: Keep foods covered to protect from insects. Place garbage in a trash can with a tight-fitting lid.

Menu: Keep menu simple and keep potentially hazardous foods such as meats, eggs, dairy products, potato salad, cut fruits and vegetables to a minimum. Cook to order to avoid the potential for food-borne illness. Use only foods from approved sources. Foods cannot be prepared at home.

Reheating: Reheat precooked food rapidly to a minimum of 165° F. Do not reheat foods in crock pots, steam tables, with sternos or other hot holding devices.

Source: All food must be purchased from a licensed wholesaler, grocery store or

restaurant. All food must be prepared on site or in a licensed food service operation and transported to the temporary food service location by a method approved by the Oak Park Department of Public Health. Food cannot be stored, prepared or cooked at home.

Support Facilities: The operator of a temporary food establishment must demonstrate to the satisfaction of the Health Department a safe water supply, a sanitary method of waste water disposal and a sanitary method of garbage disposal. List where safe water will be obtained, where waste water will be disposed of and how you will manage your refuse disposal.

Transportation: If food needs to be transported, use refrigerated trucks or insulated containers to keep hot foods at 135° F or more and cold foods at 41° F or less.

Wiping Cloths: Store wiping cloths in a bucket.



Diagram A

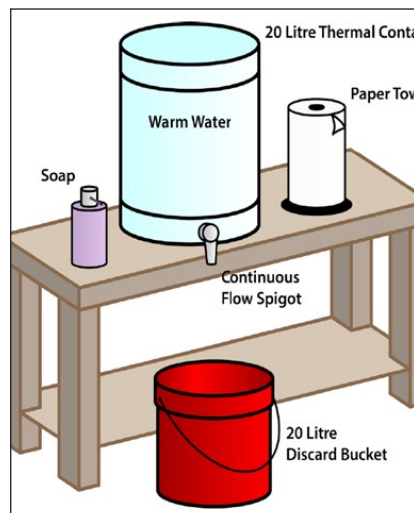


Diagram B

If you have any questions, or need assistance filling out your application for a temporary food license, call the Oak Park Department of Public Health at 708.358.5480 or e-mail health@oak-park.us.

Temporary Food Vendor Checklist

Complete all applicable 2021 information Please check or write applicable responses. If other, please explain.

Hot holding equipment:

- Steam table Grill Chafing dish Oven Roaster
 Other: _____

Cold holding equipment:

- Refrigerator Freezer Ice chest with ice
 Other: _____

Transport equipment:

- Refrigerated vehicle Ice chest with ice Insulated boxes
 Other: _____

Extra food storage method:

- Approved kitchen Food purchased day of event Support trailer
 Other: _____

Water supply:

- Potable water hoses (if transported) Jugs
Source: _____

Wastewater disposal:

- Municipal sewer/approved septic system Commissary/service area
 Provided by event coordinator on-site Trailer (use of holding tank)
Note: The storm drain is not a sanitary sewer

Handwashing sink:

- Using kitchen facility with approved handwashing sink
 Using temporary handwashing system with warm water (86 °-110 °F) (see guidelines)
 Other: _____

Thermometer:

- Yes, I have an accurate food thermometer with 0 °-220 °F range.
 No, I do not have a food thermometer.

Bare hand barrier:

- Single-use gloves Tongs Deli paper
 Other: _____

Custom barrier:

- Sneeze guards Table
 Other: _____

Warewashing equipment:

- Using kitchen facility with approved three-compartment sink
 Using kitchen facility with two-compartment sink - using container/tub for third sink
 Will provide three portable containers or tubs to wash, rinse and sanitize
 Will provide extra utensils/no equipment washing required for operation

Overhead protection:

Describe the type of overhead protection over food preparation & service area:

Sanitizer:

- Chlorine Quaternary ammonium Yes, I have test strips
 Other: _____

Toilet facilities:

- Within 200 feet Same building as the event Trailer-self contained
 Portable toilets with handwash stations provided by event coordinator

Garbage disposal:

Provided by event coordinator
 Will collect and haul away

Dumpster located on-site

Off-site preparation of food:

Yes If yes, where? _____
 No

Commissary Agreement:

Completed (page 8)

Application for a Temporary Food Event License

See page 1 for instructions and fees

Name of Facility

Name of Operator/Owner

Address

City

State

ZIP

Business Phone #

Cell Phone #

E-mail

Name of Event

Date(s) of Event

Start/End Times

Sponsoring Organization

Telephone Number

I hereby agree to comply with all applicable food service rules and regulations. When my food operation is inspected by the Oak Park Department of Public Health and found to be in violation of any food service rules and regulations, I will immediately correct all noted violations as specified or will cease food service operations as directed. I will not resume food service operations until I am authorized to do so by the Oak Park Department of Public Health.

Signature

Date

Menu & Procedure Review

List all food and beverage items (including ice and condiments) and their retail source(s). use a separate row for each food or beverage item <i>No home-prepared items allowed!</i>	How will the listed food item be transported to the event?	Describe how each menu item will be cooked and/or assembled (wash - ing vegetables, chopping, reheating, steaming, grilling, sautéing, etc.)	How will food be held hot or held cold? <i>Hot = 135 °F or above</i> <i>Cold = 41 °F or below</i> <i>Foods <u>cannot</u> be cooked ahead of time and cooled down!</i>	How will each menu item be assembled and served to the customers?
Example: <i>Pre-portioned, frozen hamburger patties & buns from Tons of Food Grocery Store</i>	<i>Ice chest with ice; not direct contact with ice or water</i>	<i>Cook hamburger patties on grill to 155 °F/15 sec. Toast buns on grill to order Place patties on buns</i>	<i>Chafing dish used to hold cooked extra hamburger patties hot at 135 °F or above</i>	<i>Using single-use gloves, each sandwich is foil-wrapped and served.</i>
Example: <i>Cheese slices from Tons of Food</i>	<i>Ice chest with ice; protected from ice water</i>	<i>Add cheese slices to hamburger if requested</i>	<i>Ice chest used to hold cheese slices cold at 41 °F or below</i>	<i>Tongs</i>
Item 1: <i>Source:</i>				
Item 2: <i>Source:</i>				
Item 3: <i>Source:</i>				
Item 4: <i>Source:</i>				
Item 5: <i>Source:</i>				
Item 6: <i>Source:</i>				

Only the food items listed will be evaluated for approval. For any subsequent menu changes, contact this office prior to the event. If needed, use additional sheets.

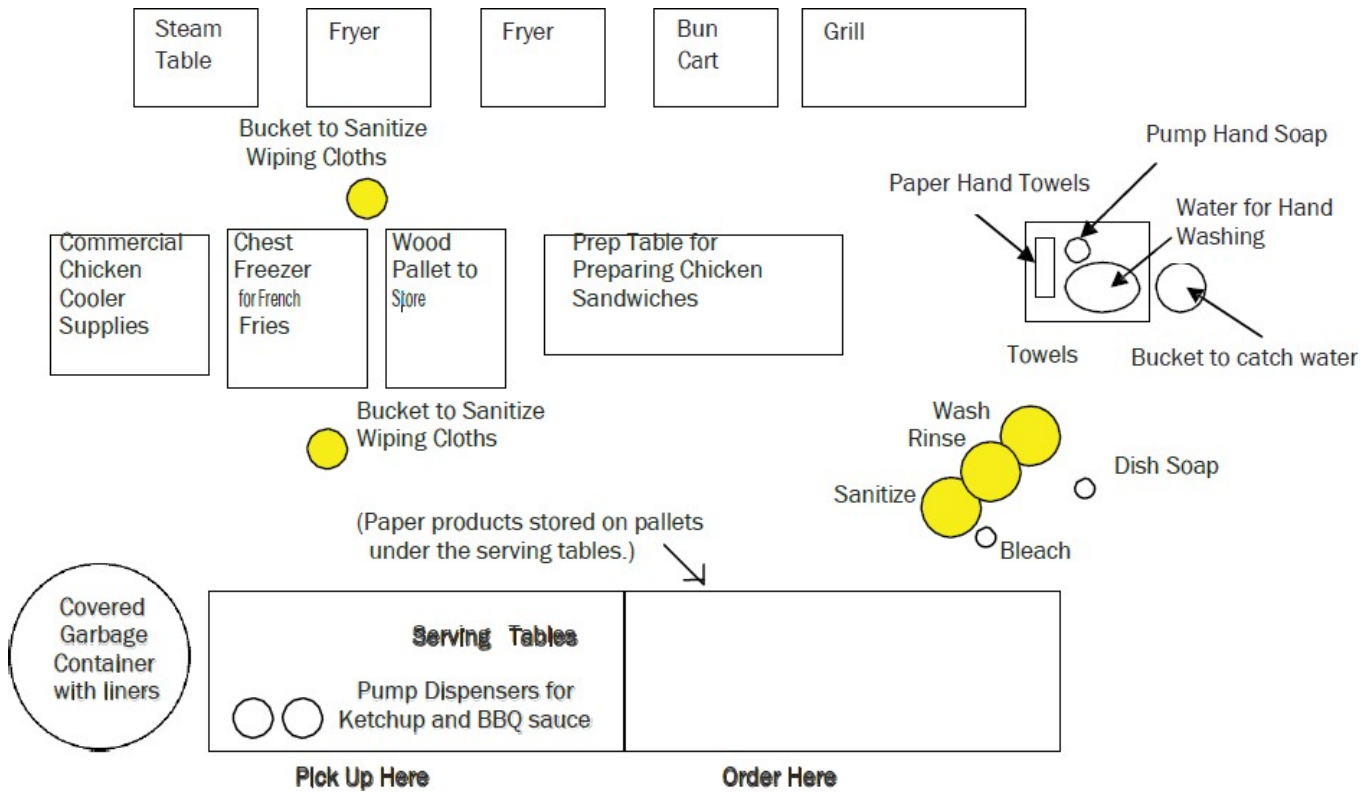
Temporary Food Establishment Drawing

In the following space, provide a drawing of the entire temporary event establishment including locations of the garbage containers, cooking equipment, cold holding equipment, hot holding equipment, handwashing set-up, dishwashing set-up, storage of foods and dry goods. See the example on page 7 for help completing the drawing.

A large grid of graph paper for drawing a temporary food establishment layout. The grid is composed of small squares and is bounded by a solid line on the top, bottom, and right sides, and a dashed line on the left side. The grid is intended for a hand-drawn floor plan of a temporary food establishment, showing the placement of various equipment and storage areas.

Sample Temporary Food Establishment Drawing

The following is a SAMPLE temporary food establishment drawing showing locations of the garbage containers, cooking equipment, cold holding equipment, hot holding equipment, handwashing set-up, dishwashing set-up, storage of foods and dry goods.



Name of business applying for food license

Name of off-site food establishment

Food establishment address City State ZIP

Food establishment Telephone Number

If the food establishment is located outside of Oak Park, Illinois, attach a copy of the food permit and the most recent routine food inspection report for that establishment.

The operations conducted off-site in the food establishment will include (check all that apply):

- Cold storage of food products
- Dry storage of food products
- Food preparation (preparing, cutting, cooking, cooling, reheating, etc.)
- Cleaning/Sanitizing of equipment and utensils
- Servicing water system (filling potable water and disposal of wastewater)
- Other (list): _____

As the owner of the above approved food facility/commissary, I have given my permission for the business known as _____ to use my facility for for the dates of _____

for the operations indicated, and know that I am ultimately responsible for the maintenance and sanitation of this food facility.

Owner of approved facility/commissary (please print) Telephone Number

Signature of approved facility/commissary owner/manager Date

If you have any questions, or need assistance filling out your application for a temporary food license, call the Oak Park Department of Public Health at 708.358.5480 or e-mail health@oak-park.us.