



Dear Prospective Oak Park Farmers' Market Vendor:

Welcome to the 2024 market season. This year Oak Park will be celebrating our 49<sup>th</sup> year as a **Producer's Only Market**.

**Please read through this application carefully, even if you are a returning vendor.** Please note the following important information.

- **All applications should be submitted by the end of Friday, March 1, 2024.**
- **ALL RETURNING VENDORS must provide the Village with their 2023 sales tax information regarding the reportable sales submitted to the State of Illinois. Applications without this information will not be processed.**
- 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 the following 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 (up to 20%) 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](mailto:farmersmarket@oak-park.us). **Applications will be reviewed in the order they are received by the Village.**
- **Online Fee Payment Option:** The Village will allow vendors to pay their space/application/permit fee(s) online, in addition to the option to send in a check payment. More information is provided within the payment section of the application.
- 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:** Vendors must manage their own wireless sales devices for credit/debit.
- **Acceptance or Denial:** Vendors will be notified of acceptance or denial of their application. If you submit a complete application the Village can process your application quickly. If your application is submitted incomplete, the processing of your request will be delayed. Those applicants not selected to participate in the market will have their 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](mailto:farmersmarket@oak-park.us).

Sincerely,  
VILLAGE OF OAK PARK  
123 Madison Street, Oak Park, IL  
60302 [farmersmarket@oak-park.us](mailto:farmersmarket@oak-park.us)

## 2024 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	Instagram	Twitter	

☐ Please check this box if you give permission for the Village to tag you on social media posts.

### Illinois Sales Tax Information

All vendors must submit their State sales tax ID number and returning vendors must submit satisfactory evidence of payment of the State of Illinois sales tax for sales at the Oak Park Farmers' Market in 2023.

Illinois Sales Tax ID # \_\_\_\_\_ (attach copy of license).  
Please attach a copy of your 2023 sales tax paid to the State of Illinois (annual, quarterly or monthly statement(s) for all of your sales in Oak Park in 2023).

### 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.

### 2024 Farmers' Market Dates

*Circle all dates you will NOT be attending*

May				18	25
June	1	8	15	22	29
July	6	13	20	27	
August	3	10	17	24	31
September	7	14	21	28	
October	5	12	19	26	

**Vendor Space Fees**

- Space fees are charged on a full-season basis (except for pop-up or temporary vendors).
- Each vendor space is 5 feet wide.
- Each vendor **must purchase a minimum of two spaces**, which equals 10 feet.
  - Note: A standard 10’ x 10’ tent takes up two spaces

Fees:

- **Full season vendors annual fee:** \$150 per 5-foot-wide vendor space, 2 spaces (\$300) minimum.

\_\_\_\_\_

(number of spaces requested)

X \$150 per vendor space

=

\_\_\_\_\_

(total vendor space fee)

- **Single day vendors** (Pop-up vendors) will pay \$25.00 per Market day.

**Application Fees**

If you have never been a vendor at the Oak Park Farmers’ Market, an application fee of \$100 is required. Should you be accepted to the 2024 Market, this \$100 will be applied to your Vendor Space Fee. If you are not accepted to the Market, this fee is non-refundable.

Total vendor space fee	_____
+	
Application fee	_____
=	
<b>Total amount due:</b>	_____

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 space/application/permit fee via mailed check or can pay online:

1. Go to [www.oak-park.us](http://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 Village Staff of successful online payment by emailing [farmersmarket@oak-park.us](mailto:farmersmarket@oak-park.us)**

## Land Ownership

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- 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:

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Complete Address of Land

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Section Number

Township

County

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Number of acres used at this site for growing your products

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

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Name of the lessor

Phone Number of the lessor

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Address of the lessor

---

City

State

ZIP

---

Complete Address of Land

---

Section Number

Township

County

---

City

State

ZIP

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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 or products sold by the permittee at the market are 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 themarket (city & state)

Name of Market/Outlet	Days of the week you participate (circle all days that apply)	Market Location (City and State)
Example:		
Park Ridge Farmers’ Market	Monday    Tuesday    Wednesday Thursday    Friday    Saturday Sunday	Park Ridge, IL
	Monday    Tuesday    Wednesday Thursday    Friday    Saturday Sunday	
	Monday    Tuesday    Wednesday Thursday    Friday    Saturday Sunday	
	Monday    Tuesday    Wednesday Thursday    Friday    Saturday Sunday	
	Monday    Tuesday    Wednesday Thursday    Friday    Saturday Sunday	

# Grown/Harvested Products

List all the grown/harvested products you intend to sell. If you are a returning full-time vendor, please list new additions only. If you are a new vendor, or applying as a pop-up vendor, please list everything you intend to sell.

For each product you grow/harvest, note the number of varieties of that product you grow/harvest, the location where product is grown/harvested, acreage used to grow or harvest the product, whether or not the product is certified organic and what months the item will be sold.

Note: Changing or adding to this list after submitting the application requires a written amendment to this application and approval by the Market Manager prior to any sale. To accommodate large crop/product lists, please attach additional sheets as needed.

Make duplicate copies of this page as needed.  
*All products must be produced locally by our vendors. Reselling, except under an approved co-op agreement, is never allowed.*

Item	Variety	Location	Acreage	Certified Organic Product?	Months Sold @ Market

## **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.

**Processed/Pre-Packaged Foods**

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List all the processed/packaged products you intend to sell. All items must be processed at a licensed facility. Fifty percent(50%) of the ingredients of processed items must be raised or harvested by the vendor. If you are a returning full-time vendor, only list any changes or additions from last year.

Changing or adding to this list after submitting the application requires a written amendment to this application and approval by the Market Manager prior to any sale. To accommodate large crop lists, please attach additional sheets asneeded

Processor Name	Product Name	Processor City & State	Processor Phone #	License #



## Food Product Questions

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I will be selling (check applicable boxes):

- ☐ Eggs – Submit the most recent copy of your Illinois egg handler or dealer license.
- ☐ I agree to deliver eggs at 45° F or below. I agree to store eggs at 41° F or below at the market. I will have a thermometer to monitor temperatures.
- ☐ Our eggs are certified organic. If yes, submit the third-party organic certification.
- ☐ Cheese – Submit the most recent copy of your cheese processing license. Cheese may only be sold pre-packaged unless vendor receives prior approval to handle cheese at the market.
- ☐ I agree to deliver and store dairy products at 41° F or below. I will have a thermometer to monitor temperatures.
- ☐ The milk used in my cheese is obtained from animals that I own.
- ☐ The milk used in my cheese is obtained from animals within the five-state region of Illinois, Indiana, Michigan, Iowa or Wisconsin.

☐ Milk – Submit the most recent copy of your dairy plant license.

☐ Meat – Submit the most recent copy of your or your meat processor's USDA meat broker/processing license. All meats shall be delivered and stored frozen.

☐ Fish – Submit a copy of your license to process/package fish. Fish shall be delivered and stored frozen.

☐ Honey – How many beehives do you have? \_\_\_\_\_

How many gallons of honey do you produce annually?

- ☐ Less than 500 gallons
- ☐ More than 500 gallons
- ☐ The honey I packaged for sale is sold inside the comb or removed from the comb in an un-altered state

Location of beehives

\_\_\_\_\_  
Street Address City State Zip Code

Location of packaging facility

\_\_\_\_\_  
Street Address City State Zip Code

- ☐ Pre-packaged non-potentially hazardous foods – Submit a copy of your license to process and package foods.
- Pre-packaged foods shall be labeled according to local, state and federal labeling requirements.

- ☐ Bread/Baked Good Requirements:
- Submit a copy of your license to process bread and/or baked goods.
  - Bread/baked goods shall be 100% natural, with no added preservatives or additives.
  - Bread/baked goods vendors are required to sell over 50% bread products vs bake products.
  - Bread/baked goods shall be non-potentially hazardous (no custards, focaccia breads, creams, etc.)
  - Bread/baked goods shall be pre-packaged at your processing facility.
  - If packaged at the market, the vendor must complete and submit a **Temporary Food Application**, including a \$150 fee payable to "Village of Oak Park". You may contact Village staff at [farmersmarket@oak-park.us](mailto:farmersmarket@oak-park.us) with any questions.
  - Bread/baked goods shall be labeled in accordance with Illinois State and Federal regulations.
  - Bread/baked good vendors are required to apply for an **Itinerant Vendor License** with the Village. You can contact the Village's Business License Services at 708.358.5425 with questions on this requirement.

## **Additional Items (All Vendors)**

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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

- |                       |                       |  |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | I will be sampling products at my stand/booth at the market.   |
| <input type="radio"/> | <input type="radio"/> | I will be selling time temperature for safety foods that require refrigeration (cheese, dairy, fish, meats, eggs). |
| <input type="radio"/> | <input type="radio"/> | 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](mailto:health@oak-park.us).

## Cooperative Grower Information

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### 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

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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 2024 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.

\_\_\_\_\_ **Returning vendors:** I have submitted a copy of my 2023 Illinois Sales Tax Records showing payment of State of Illinois sales taxes for market sales in Oak Park for the entire 2023 market season.

\_\_\_\_\_ **First time vendors:** I have included in my payment a \$100 Application Fee

\_\_\_\_\_ 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.

\_\_\_\_\_ I have submitted a map for each site I farm/process/package foods which shows: 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).

\_\_\_\_\_ I have completed the Oak Park Farmers' Market Agreement. (See page 13)

\_\_\_\_\_ I have submitted a list of cooperative growers/producers (if applicable).

\_\_\_\_\_ I have submitted all applicable organic and/or other certifications.

\_\_\_\_\_ I have submitted a Temporary Food License Application (if applicable).

The Oak Park Farmers' Market uses print, social media, and the internet to publicize our weekly market. If you would like, please provide us with your social media as well as 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:

## **Vendor Orientation and Rules**

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

### **Vendor orientation meeting**

We recommend all vendors send at least one representative to the vendor orientation meeting. There will be zoom and phone call options available. The date and time of this meeting is to be determined.

### **Rules and Regulations for vendors**

Please review the rules of operation and Farmers' Market Ordinance prior to the start of the market. We will review these at the vendor orientation meeting.

- Vendors must display signage at their booths showing the name of their farm/company, as well as the city and state where they're 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 should begin setting up at 6:00 am and no vehicles will be permitted to enter the lot after 6:30 am for the safety of fellow vendors and Market staff.
- Vendors cannot sell products outside of market hours, which are 7:00 am to 1:00 pm.
- Vendors cannot leave the Market parking lot/space until 1:00 pm for the safety of our patrons.
- 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.
- Smoking on or within 15 feet of market property is strictly prohibited.
- Vendors may use church bathrooms located within the basement.
- 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 will be notified by the Market staff of special events including corn roast, stone soup and other events.
- All vendors shall be required to abide by the Village of Oak Park Market guidelines and any emergency health guidelines set by the State of Illinois.

***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



1/17/2024



# **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**

**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.

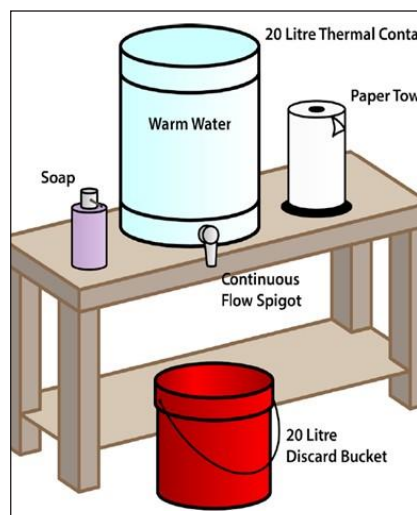
**Menu:** Keep menu simple and keep potentially hazardous foods such as meats, eggs, dairy products, potato salad, cut fruits and vegetables to a minimum. Cook to order to avoid the potential for food-borne illness. Use only foods from approved sources. Foods cannot be prepared at home.

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

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



**Diagram A**



**Diagram B**

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.

**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](mailto:health@oak-park.us).**

# Temporary Food Vendor Checklist

Complete all applicable 2024 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
- ☐ Dumpster located on-site
- ☐ Will collect and haul away

**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

<b>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</b>  <i>No home-prepared items allowed!</i>	<b>How will the listed food item be transported to the event?</b>	<b>Describe how each menu item will be cooked and/or assembled (washing vegetables, chopping, reheating, steaming, grilling, sautéing, etc.)</b>	<b>How will food be held hot or held cold?</b>  <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>	<b>How will each menu item be assembled and served to the customers?</b>
<b>Example:</b> <i>Pre-portioned, frozen hamburger patties &amp; 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.</i> <i>Toast buns on grill to order</i> <i>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>
<b>Example:</b> <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>
<b>Item 1:</b>  <i>Source:</i>				
<b>Item 2:</b>  <i>Source:</i>				
<b>Item 3:</b>  <i>Source:</i>				
<b>Item 4:</b>  <i>Source:</i>				
<b>Item 5:</b>  <i>Source:</i>				
<b>Item 6:</b>  <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.**

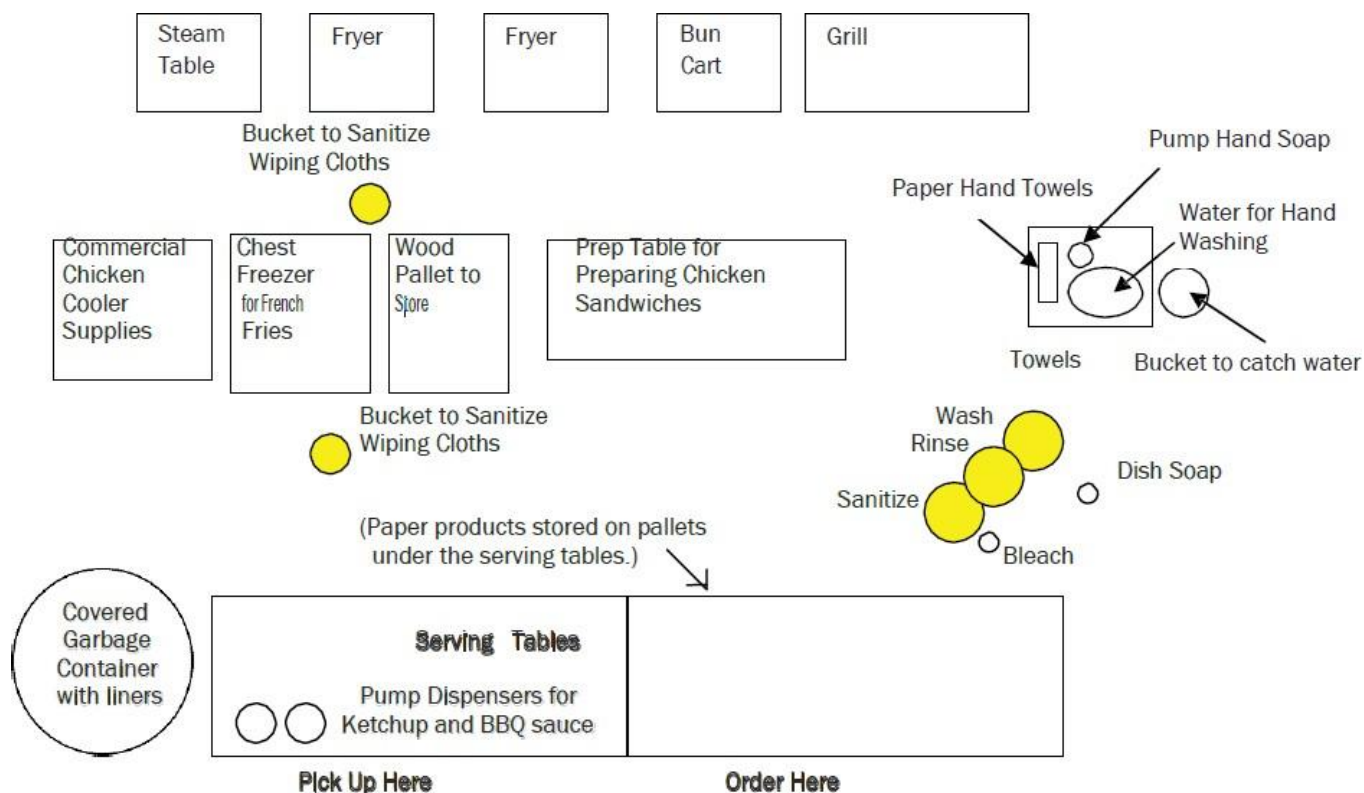
# **Temporary Food Establishment Drawing**

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 divided into four horizontal sections by three thick horizontal lines. The top section is the largest, followed by three smaller sections of equal height. The grid is intended for a detailed drawing of the event establishment, including locations for garbage containers, cooking equipment, cold holding equipment, hot holding equipment, handwashing set-up, dishwashing set-up, and storage of foods and dry goods.

# 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.





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Name of business applying for food license

---

Name of off-site food establishment

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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 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](mailto:health@oak-park.us).***