



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068
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Temporary Food Permit Application

Health Officer must approve menu and booth layout before a permit can be issued.

All applications must be turned in 10 days prior to the event.

Event Information

Event Name: _____

Location: _____ City: _____

Set Up Date: ___/___/___ Set Up Time: _____ Event Times: _____

Event Dates: Starting: ___/___/___ Ending: ___/___/___

Will be at this location for: _____ days / dates. If not consecutive days list dates

of business here: ___/___/___; ___/___/___; ___/___/___; ___/___/___

___/___/___; ___/___/___; ___/___/___; ___/___/___; ___/___/___

___/___/___; ___/___/___; ___/___/___; ___/___/___; ___/___/___

This permit is only good for one location, for a maximum of the fourteen (14) days listed above.

Vendor Information

Organization/Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Onsite Contact Person: _____

Phone Number: (_____) _____ - _____

Risk 1 \$75.00 _____

Risk 2 \$50.00 _____

Risk 3 \$25.00 _____

Approved by _____

Date _____

Food to be Prepared: Supplier Information: Process of Transportation & Preparation to Event:

Menu Item	Source	Preparation/Transportation
Example	Example	Example
Hamburger	Grocery Store (Name)	Purchased frozen, cooked to order
Fried Rice	Restaurant (Name)	Made at restaurant, transported in hot box, held at steam table

No preparation will be allowed onsite until a temporary permit is issued.

Vendor Booth Layout

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dishwashing facilities, potable water supply and insect fans.

Check all the following about what equipment will be provided at your booth:

- Approved transportation equipment for hot and cold foods.
- Mechanical hot holding equipment (i.e., no heat lamps or crockpots).
- Mechanical cold holding commercial refrigeration or freezers (i.e., no household refrigerators).
- Probe and equipment thermometers for checking food and equipment temperatures.
- Flooring and overhead cover, if not provided by the organizer.
- Dunnage racks or pallets to store all food and paper goods off the ground.
- Additional clean, wrapped cooking utensils.
- Dispensers for condiments (i.e., pre-packaged, squeeze bottles or hinged lid containers).
- Hand washing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a hands free tap and a bucket to catch the waste water).
- Clean clothes and hair covering (i.e., cap, visor or bandana) for employees.
- Wash, rinse and sanitize containers that are large enough to hold soiled utensils.
- Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids).
- Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords, fire extinguishers and first aid kits.
- All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home-prepared food is prohibited.
- Vendor bringing prepared food from outside Park Ridge– A current health inspection report for the facility where food was prepared is required.

Applicant's
Name Printed _____

Applicant's
Signature _____

Health Officer
Signature _____ Date _____