



## **2025 Oak Park Farmers' Market Application**

*This year, the Oak Park Farmers' Market will be celebrating its 50<sup>th</sup> season as a producers only market.*

Please read through this application carefully, even if you are a returning vendor.

Important information to consider before you complete this application:

- All applications should be submitted **by the end of day March 1, 2025.**
- All **returning vendors** must provide the Village with their 2024 sales tax information regarding the reportable sales submitted to the State of Illinois. Applications without this information will not be processed.
- Per Village Ordinance, vendors must allow the Market Manager, upon request, to inspect the land used for the production of items sold at the Farmers' Market. It shall be the responsibility of the vendor 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 vendor at the market are grown and produced by the vendor on the land designated in this application.
- **New in 2025:** Please do not submit any payments with this application. Payment will be requested from admitted vendors with their notice of acceptance.

What does it mean to be a producers only market?

- With the exception of bread and fish vendors, all products sold at the market must be grown or raised by that vendor.
- All products must be grown or raised within the five-state region of Illinois, Indiana, Iowa, Michigan and Wisconsin. Fish vendors may be exempt from the five-state region requirement based on the approval of the Market Manager.
- All products must be produced locally by vendors. Reselling, except under an approved co-op agreement, is never allowed.
- For vendors selling processed or prepackaged items, fifty percent of the ingredients of processed items must be raised or harvested by the vendor.

Options for submitting your application:

- An online version of this application is available at [www.oak-park.us/farmersmarket](http://www.oak-park.us/farmersmarket)
- Fill out the Word document and attach it, as well as all supporting paperwork, to an email to [farmersmarket@oak-park.us](mailto:farmersmarket@oak-park.us).
- Print out the Word document and fill it out by hand. Mail the paper version and all supporting paperwork to: Village of Oak Park c/o Oak Park Farmers' Market, 123 Madison Street, Oak Park, IL 60302

Please complete each applicable section and attach all necessary paperwork with submission so the Village can efficiently process your application.

Vendors will be notified of acceptance or denial of their application in mid-March.

If you have any questions regarding the application process, please feel free to reach out to the Market Manager directly at [farmersmarket@oak-park.us](mailto:farmersmarket@oak-park.us).

## 2025 Oak Park Farmers' Market Vendor Information Sheet

<b>Farm/Business Name</b>	<b>"Doing Business As" name, if different than Farm/Business name</b>	
<b>Owner's Name</b>	<b>Corporate Name (if applicable)</b>	<b>Owner's Address</b>
<b>Phone/Alternate Phone</b>	<b>E-mail Address</b>	<b>Company/Farm web site</b>

### **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 2024.

Illinois Sales Tax ID # \_\_\_\_\_ (attach copy of license).  
 Please attach a copy of your 2024 sales tax paid to the State of Illinois (annual, quarterly or monthly statement(s) for all of your sales in Oak Park in 2024).

### **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.

<b>Insurance Co.</b>	<b>Policy #</b>	<b>Exp. Date</b>
<b>Coverage Limits</b>	<b>Per Occurrence</b>	<b>Aggregate</b>
<b>Agent Name</b>	<b>Agent Business Street Address</b>	<b>Business Phone</b>

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

**Vendor Space Fees**

- **New in 2025 for returning vendors:** Please do not submit any payments with this application. Payment will be requested from admitted vendors with their notice of acceptance.
- Space fees are charged on a full-season basis (except for pop-up or temporary vendors).
- Each vendor space is 10 feet wide and costs \$300.
- You can request between 1 and 6 spaces.
- Single day vendors (Pop-up vendors) will pay \$25.00 per market day.

<b>Number of spaces requested for the 2025 season</b>	
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**Application Fees**

If you are a **first-time applicant** to the Oak Park Farmers’ Market, an application fee of \$100 is required. Should you be accepted to the 2025 Market, this \$100 will be applied to your Vendor Space Fee. If you are not accepted to the Market, this fee is non-refundable. Fees can be paid online here: [Pay or View Bills | Village of Oak Park](#), or a check can be sent via mail (made payable to “Village of Oak Park”).

Space allotments will be based on availability and the discretion of the Market Manager.

**Market Calendar**

Vendors are expected to attend all market dates. Any absences must be pre-approved by the Manager. Please circle all dates you are not available to attend in the calendar to the right. 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.

<i>Circle all the dates in 2025 you will <b>NOT</b> be attending</i>					
<b>May</b>			<b>17</b>	<b>24</b>	<b>31</b>
<b>June</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>	
<b>July</b>	<b>5</b>	<b>12</b>	<b>19</b>	<b>26</b>	
<b>August</b>	<b>2</b>	<b>9</b>	<b>16</b>	<b>23</b>	<b>30</b>
<b>September</b>	<b>6</b>	<b>13</b>	<b>20</b>	<b>27</b>	
<b>October</b>	<b>4</b>	<b>11</b>	<b>18</b>	<b>25</b>	

**Additional Markets**

Please fill out the information below regarding the additional farm stands, farmers’ markets and other local retail/wholesale outlets you plan to participate in this year. If you need more space, feel free to include additional markets or outlets on a separate piece of paper.

Name of Market/Outlet	Length of season/commitment

**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?
  - No
  - Yes (If yes, attach a list of gathered products, their locations and a letter of permission from the property owner where gathered)

If you **own the land** you farm complete this section:

<b>Complete address of the land</b>		
<b>Section number</b>	<b>Township</b>	<b>County</b>
<b>Number of acres used at this site for growing your products</b>		

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

If you use more than one parcel of land, you must also fill out the below information for each land area on a separate page (feel free to copy this page) and attach it to this application

<b>Name of lessor</b>		<b>Phone number of lessor</b>	
<b>Address of lessor</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Complete address of the land</b>			
<b>Section number</b>	<b>Township</b>	<b>County</b>	
<b>Number of acres used at this site for growing your products</b>			





## Food Product Questions

<b>Eggs</b> – Attach to this application the most recent copy of your Illinois egg handler or dealer license.			
<b>Please initial</b>			
	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 with this application).		
<b>Cheese</b> – 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.			
<b>Please initial</b>			
	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.		
<b>Milk</b> – Submit the most recent copy of your dairy plant license.			
<b>Meat</b> – 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.			
<b>Fish</b> - Submit a copy of your license to process/package fish and any applicable commercial fishing licensure. Fish shall be delivered and stored frozen.			
<b>Honey</b>			
Circle how many gallons of honey you produce annually.	Less than 500 gallons	More than 500 gallons	How many beehives do you have?
<b>Location of beehives</b>			
Street Address	City	State	Zip
<b>Location of packaging facility</b>			
Street Address	City	State	Zip

## **Bread/Baked Goods Requirements**

Submit a copy of your license to process bread and/or baked goods to this application.

All bread/baked goods sold at the Market shall be:

- 100% natural, with no added preservatives or additives.
- non-potentially hazardous (no custards, focaccia breads, creams, etc.).
- pre-packaged at your processing facility.
- labeled in accordance with Illinois State and Federal regulations.

If packaged at the market, the vendor must complete and submit a **Temporary Food Application**, which is found at the end of the application and includes the requirement to pay a \$150 fee payable to "Village of Oak Park".

Over 50% of bread/baked goods available for sale by vendors must be bread products. Other baked goods such as croissants, muffins etc. must make up less than 50% of the products available for sale.



## **Cooperative Grower Information**

Vendors may be permitted to sell the products of another grower or producer based on approval from the Market Manager.

### Requirements of selling the products of another grower/producer

- Co-op products must be produced in accordance with the rules of Oak Park Farmers Market.
- The co-op must be a farmer-to-farmer relationship
- 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.
- When selling a co-op product, vendors are required to display signage indicating where and by whom the product was grown.
- Co-op products can’t make up more than 20% of the products offered by a vendor.

List all of the Co-op products you intend to sell. Duplicate copies of this page as needed.

Grower Name	Street Address	City, State	Zip
Phone	Email		
Products sold			
Grower Name	Street Address	City, State	Zip
Phone	Email	Phone	Email
Products sold			

## **Temporary Food Permit- Oak Park Public Health Department Requirements**

If you answer “Yes” to any of the statements below, please complete the application for a Temporary Food Permit found at the end of this document. This permit comes with an additional \$150 fee that should be made payable to “Village of Oak Park”

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 Public Health Department for review and approval. The Public 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 Public Health Department confirmation of licensure. Vendors will receive inspections from the Public 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).

### **Growing/Harvesting Methods**

Please check any growing practices you use:

<input type="checkbox"/>	Hot or green houses	<input type="checkbox"/>	Hoop houses or high tunnels	<input type="checkbox"/>	Hydroponics	<input type="checkbox"/>	Aquaponics
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Do you use other season extending methods that allow you to produce products earlier or later than would be expected?

Please explain.

Do you use storage methods that allow you to offer products earlier or later than would be expected?

Please explain.

## **Food Access and SNAP/Link**

All vendors selling SNAP/Link-eligible products must participate in the Village's wireless point of service processing of SNAP/Link 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. Though all 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, and vendors will be reimbursed by the Village. All vendors are encouraged to turn in market coupons at the end of each month to facilitate timely payments to vendors and fulfill grant reporting requirements.

Yes	No	
		I participate in the Illinois Women, Infants & Children (WIC) Farmers' Market Nutrition Program
		I participate in the Senior Farmers' Market Nutrition Program.
		I would like information on how to enroll in the WIC and/or Senior Farmers' Market Nutrition Program.

Please answer the following questions:

## **Credit/Debit Wireless Sales**

Vendors must manage their own wireless sales devices for credit/debit.

Yes	No	
		I am registered in the State of Illinois as a Cottage Food Operation.
		I will be using the Oak Park Farmers' Market for a location where my CSA customers can pick up their CSA shares.

## **Miscellaneous Questions**

If you are using the Market as a CSA pick up location, please attach a list of products sold through the CSA.

## **Social Media**

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 accounts/handles.

Instagram	
Facebook	
Twitter/X	
Bluesky	
TikTok	
Other accounts	

## **Unique Aspects of Your Business**

The Village of Oak Park uses unique aspects of vendors' business in our print, social media and internet pieces to promote the Market. Please feel free to use the space below to share some information that sets your farm and/or operation apart from others.

For example, how do you care for the environment? The local community? What practices do you put in place to ensure animal welfare? What are your pest control methods? Sustainability practices? Locally sourced ingredients?

We reserve the right to share this information with the public.

## **Final Review and Agreement**

Please initial each item to confirm your completion and attach any applicable required documents.

	<b>Returning vendors:</b> I have submitted a copy of my 2024 Illinois Sales Tax Records showing payment of State of Illinois sales taxes for market sales in Oak Park for the entire 2024 market season (examples include annual, quarterly or monthly statements).
	<b>First time vendors:</b> I have included in my payment a \$100 Application Fee.
	<b>All Vendors:</b> I have submitted a copy of my businesses Illinois Sales Tax ID Number and license.
	I have purchased and submitted general liability or special event insurance with the Village of Oak Park named as an additional insured.
	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 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).
	I have attached a list of products I gather from the wild, a letter of permission from the property owner where gathered (if applicable).
	I have attached appropriate certifications and licensure for specific food products, including eggs, cheese, milk, fish and/or bread.

## Oak Park Farmers' Market Agreement

By signing below, I agree that at the 2025 Oak Park Farmers' Market, my organization will only sell, or offer for sale, items which I produced or were produced by an authorized co-op producer.

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 Diversity, Equity, 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.

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Signature

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Print Name

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Date

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

## **Rules and Regulations for Vendors**

### **Market set up and tear down**

- 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. If weather or other circumstances prevent a timely arrival, vendors should contact the Market manager as soon as possible.
- Vendors must keep noise at a non-nuisance level during set-up and tear down to respect neighbors.
- Pop-up vendors must request permission to park vehicles within the Market grounds. Market Manager will grant permission on a case by case basis.
- Any vendor vehicles not parked in the Market must be legally parked on Oak Park streets. Passenger cars may be parked in the high school's parking structure on Scoville Street, just west of the Market.
- 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.

### **Vendor space requirements**

- 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 must secure tents using sufficient weight to prevent tipping or moving because of winds.

### **Market rules**

- 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 be brought to the Market info tent for lost & found as soon as possible.
- 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.

### **Addressing violations**

- The first time any of the above rules are broken, the Market Manager will address the situation verbally with the vendor.
- The second violation will be address with written documentation that must be signed by the vendor and Market Manager.
- Any subsequent violations will be addressed by the Market Manager and Village staff with appropriate consequences, which may include temporary suspension from and/or expulsion from the Market.

***Please keep this page for your records and share this information with your staff***

# 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?

First event participated in for calendar year (Jan. 1 - Dec. 31) \$100

Second and subsequent event participated in for calendar year (Jan. 1 - Dec. 31) \$50

Late fee: Any application and/or payment received less than 10 calendar days prior to the event requires payment of an additional \$50 late fee (in addition to one of the fees above).

Mobile food truck operators currently licensed in Oak Park should contact the Health Department regarding fee payment prior to submitting the application and/or payment.

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 also 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 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 of water/sanitizer solution that has a sanitizer concentration of 50-200 ppm chlorine or 200 ppm quat ammonia compound. Test strips must be provided to test the sanitizer concentration.

**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).**



Diagram A

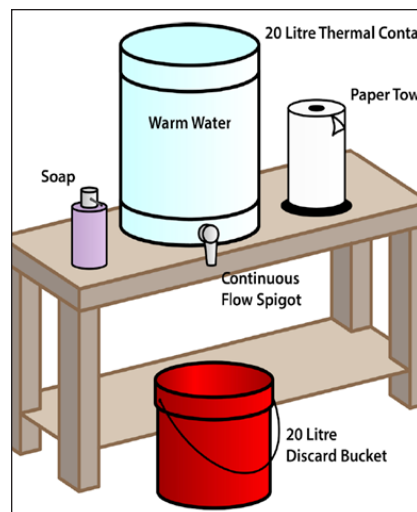


Diagram B

# Temporary Food Vendor Checklist

Complete all applicable 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

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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.*

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Signature

Date

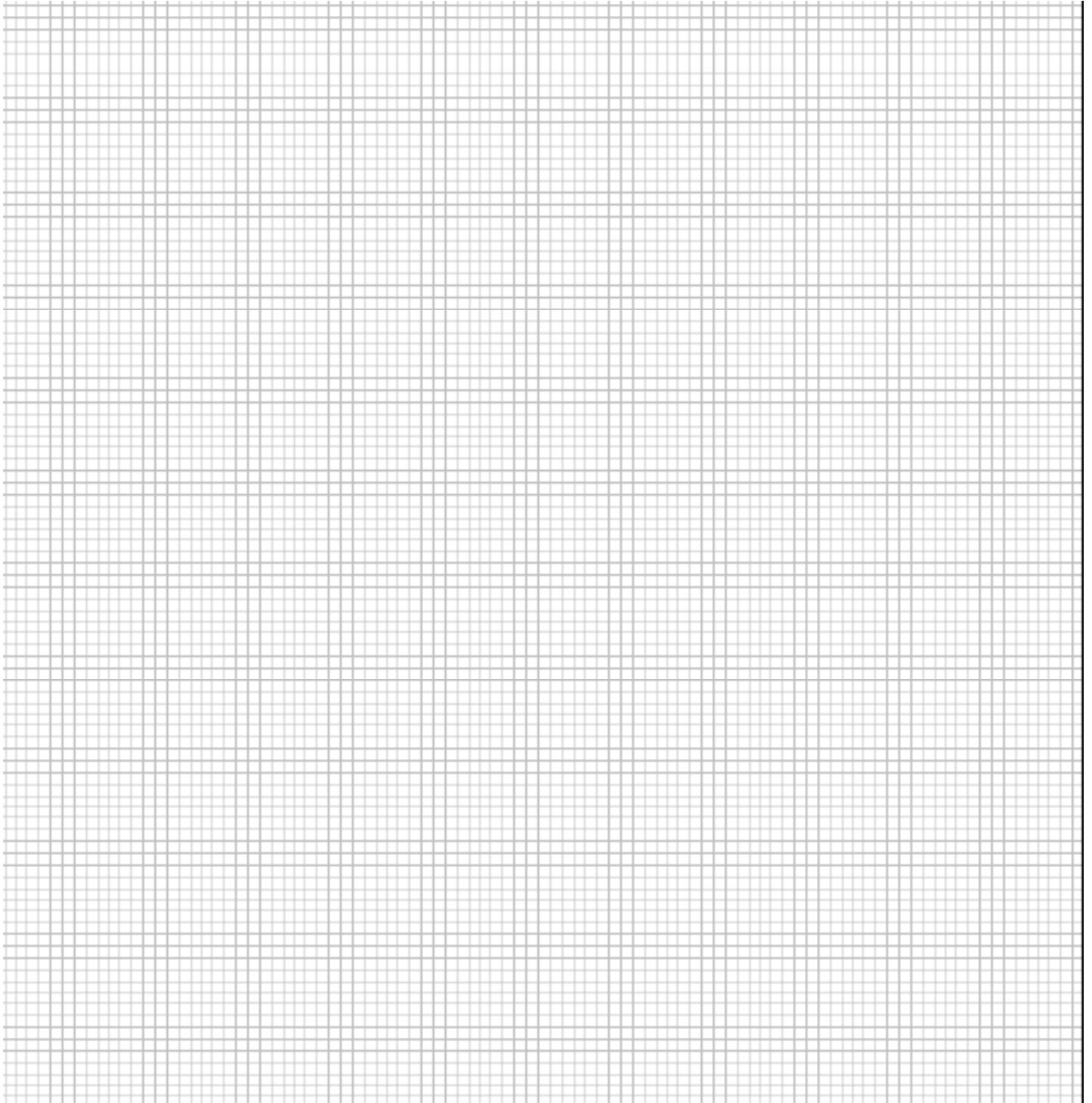
# Menu & Procedure Review

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

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.



# 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.

