



SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT - SINGLE EVENT – FOOD VENDOR LICENSE APPLICATION

FEE: \$75.00 PER VENDOR. (Once the application has been processed you will be sent a link to pay for the license on-line.)

THIS APPLICATION MUST BE SUBMITTED 21 CALENDAR DAYS PRIOR TO THE EVENT.

Please type or print clearly. Application will not be approved and will be returned if not completed in its entirety.

Section 1

EVENT INFORMATION

Name of Event _____

Address of Event (Range if possible) _____

Date(s) of Event _____ Hours of Event _____

Event Food Coordinator _____ Phone # _____ Email _____

Section 2

VENDOR INFORMATION

Legal Name of Food Vendor _____ Contact _____

Phone #(_____) _____ Email _____

Address of Food Vendor _____ City _____ State _____ Zip Code _____

Illinois Department of Revenue (IDOR) # (8 digits) _____

Dept. of Business Affairs & Consumer Protection ACCOUNT # (up to 6 digits) _____

If you do not know your account # please call (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection Account #.

Summer Food Festival Sanitation Certificate # _____ (Please attached a copy of the certificate to this application)

For a list of Summer Sanitation Class locations and dates click on: www.chicago.gov/city/en/depts/cdph/provdrs/food_safety/svcs/enroll_in_a_foodsanitationcertificationcourse.html

Print Name _____ Title _____

Signature (Must be signed by an owner or officer) _____ Date: ____/____/____

Provide the full name and complete address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a **notarized commissary letter** from the 3rd party location owner/operator. If the 3rd Party location is in Chicago, it must be a licensed shared kitchen or have a supplemental shared kitchen license. **Note: NEITHER FOOD OR EQUIPMENT MAY BE STORED IN THE HOME.**

Describe how time/temp requirements (cold foods at 41 degrees F or below, hot foods at 135 degrees F or above) are maintained during the transport of food to the event. (i.e. refrigerated cold storage containers, refrigerated truck).

List where you purchase all your ingredients used to make food at the event. Provide the full name(s) and complete addresses of the food supplier(s) used for the event (wholesalers, distributors, etc.). Retain all receipts for inspection.

	Check to accept
I understand that the holder of a current Summer Festival Food Sanitation Certificate must be present in each booth and have an original copy of the certificate at all times that food is being handled.	
I understand that a portable, one-piece, self-contained hand sink is required at the special event booth.	
I understand that mechanical refrigeration is required on-site if perishable food will be cold held at the event.	
<p>Date of most recent PASSED health inspection at restaurant/commissary used for initial food preparation and storage of equipment (6 months prior). Attach a copy of the inspection report. For restaurants/commissaries located within the City of Chicago, an inspection can be requested by emailing cdphfood@cityofchicago.org</p> <p>Shared kitchen users must have their own inspection and submit a copy of that inspection report. If the restaurant / commissary is located OUTSIDE of the City of Chicago, a copy of the most recent health inspection and health permit/license report must be submitted with application and dated within 6 months prior to application date. Additional documentation may be required based on submitted documentation and/or food operations.</p>	
<p>Are condiments provided for customer self-service? Yes ___ No ___</p> <p>If yes, list them below and how they are dispensed.</p>	

Menu Item (i.e. Italian beef, spaghetti, ice cream, French fries)	Ingredients (i.e. beef, rice, tortillas, cheese, bread)	How is it prepared <u>at event?</u> (i.e. grilled, fried, no on-site prep)	Equipment Used for Prep, Cold/Hot Holding, Cooking <u>at Event Booth</u> (i.e. refrigeration, steam table, grill, freezer)	Final Internal Cooking Temp °F (<u>Not</u> oven/oil temp)
				°F

All questions must be answered completely, or the application will be denied.

Special Event Food Booth Layout

(Required with all applications)

Hand draw in the shapes and label to represent the equipment as they will be set up at the event.

Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that **NO DISHWASHING is allowable on-site so this should not be done or shown on the layout.**

Vendor Name: _____

