

VILLAGE OF STICKNEY – DEPARTMENT OF PUBLIC HEALTH
Temporary Food Service

SPECIAL USE PERMIT APPLICATION

PLEASE PRINT

1. Name of Business / Organization _____

2. Address & Phone _____

3. Name of Function _____
4. Sponsor of Function _____
5. Location of Function _____
6. Date(s) of Function _____
7. Time of Function – From _____ To _____
8. Food Items – Menu _____

9. Name of Applicant _____
10. Certified Manager's Name _____
11. Certification # _____ Expiration Date _____

Permits shall not transferable from one person to another person or place. A valid permit shall be posed in every food and drink establishment. An inspection fee shall accompany the application for each permit. Inspectional fees are non-refundable.

Signature of Applicant _____

Inspection Report _____
Date Permit Issued _____
Approved By _____
Permit # _____

of Booths _____
Payment rec'd _____
Amount rec'd _____
Received by _____

Comments _____

Village of Stickney Department of Public Health Temporary Food Service

- The following list is to assist you in conducting a daily self-inspection of your stand before you open. Carefully read the attached “Temporary Food Service Establishment Guidelines” for more complete information. If you are missing any of the required equipment, DO NOT OPEN.
- Four (4) sinks, pails or basins for:
 - Washing, rinsing and sanitizing utensils and equipment
 - Washing hands
 - Wiping cloths for food contact surfaces
 - Wiping cloths for non-food contact surfaces
- A metal-stemmed thermometer (not glass) accurate to +2 degrees F for checking food temperatures
- Equipment, utensils, etc. in good condition (no chips, pitting, etc). All equipment and utensils must be cleaned and sanitized before the beginning of the event and as often as necessary, but no less than once each day. Any stand that is found to have a food build-up on their equipment shall be shut down until all equipment is disassembled, cleaned and sanitized.
- Detergent, sanitizer and sanitizer strips available in each stand where utensils are cleaned.
- Hand soap and paper towels for hand washing.
- Sufficient mechanical refrigeration that will hold potentially hazardous food temperatures below 40 degrees F at all times. Commercial-grade refrigeration units are strongly suggested.
- Mechanical hot-holding equipment that will maintain hot food temperatures of 140 degrees F or above when required.
- Hair restraints available and used by all employees. Visors are not considered to be an effective hair restraint.
- All food prepared in an unapproved area, kitchen or location and/or from an unapproved source will not be allowed.
- Absolutely no smoking allowed in the booth.
- Home preparation or cooking of food products is strictly prohibited. All preparation and cooking of food must be performed at an approved and inspected restaurant, or on the vending premises.

**Village of Stickney Department of Public Health
Temporary Food Service - (continued)**

- All foods must be stored off the ground.
- Flooring, such as plywood or rubber mats, is required.
- All food must be kept covered during periods of display and storage.
- A sanitizing solution (1 capful of chlorine bleach per gallon of water) must be made and available at all times when food is being prepared.
- Wiping cloths are to be stored in a sanitizing solution between uses.
- Refrigeration equipment must be maintaining 40 degrees F prior to placing food supplies within it.
- Freezers must be maintaining 0 degrees F prior to placing food supplies within it.
- Fire Extinguisher for grease fire and other
- Pine boards, plywood or painted surfaces may not be used as cutting boards or food contact surfaces.
- Enameled pots, pans, ladles are prohibited.
- A Commercial Type Tent that completely covers all food operations must be provided.
- Note: Any leftover, potentially hazardous food from the previous day or potentially hazardous food having temperatures between 40 degrees F and 140 degrees F shall be destroyed.
- Operators in booth must hold Sanitation Certificate – have available at event
- Operators in booth must be Certified in Food Service – have available at event
- Booth must pass Health Inspection – see Special Use Permit Application
 - Note: All paperwork must be submitted to Hawthorne ten (10) days minimum prior to event, with fees applicable – made payable to Hawthorne Race Course

.(effective as of June 2010)