HENDERSON COUNTY HEALTH DEPARTMENT

Henderson County Health Department

Division of Environmental Health
208 West Elm St ~ Gladstone, Illinois 61437
(309) 627-2812 ~ Email: erica.pence@hendcohealth.com

APPLICATION FOR TEMPORARY/SEASONAL FOOD SERVICE PERMIT

Name of Organization/Person: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____ Phone #: _____ Email: _____

Name of Event: _____ Location of event: _____

Dates food will be served: _____

What types of foods will be served: _____

_____

Type of water supply: **Public** **Commercially Bottled** **Well (include test results)**

Method for heating water: _____

Below is a list of important food safety activities that must be practiced before/during your event. Please indicate if these actions will be followed during your event. For additional information please review the Temporary Food Service Regulations.

- Handwashing station must be set up at location (water, pan to catch gray water, soap, papertowels.
- 3 well-sink or 3 large tubs for a WASH, RINSE, SANITIZE station to clean dishes, utensils.
- Bucket with water/appropriate amount of sanitizer (ex. Bleach)/rag or a spray bottle & paper towels to clean food preparation and non-food contact areas
- Food, ice, beverages obtained from an approved source (store).
- All food must be prepared on-site **OR** in a licensed and inspected kitchen . (home-made brownies, cookies, cakes & other non-temperature controlled desserts are acceptable). No temperature controlled foods are acceptable (cream, meringue, custard filled, salads, etc.).
- Adequate refrigeration units/coolers, cold holding units, ice used to cool, etc.
- Adequate heating units and hot holding units.
- Food/supplies protected while prepared/displayed (must be stored at least 6 inches off the floor/ground).
- Single service cups, plates, bowls and utensils used.
- Meat must be cooked to the required temperatures depending on the type of meat. Other foods must be cooked to at least 165'. Meat and other foods can be held at 135'.
- Thermometers available to check temperatures of food often.
- Food that is prepared one day can only be served that same day not served a second day.
- Workers will wash their hands properly after a change in task.
- Disposable gloves will be used when there is hand/food contact.
- A Food Sanitarian may inspect the temporary event while in operation.

Yes	No	N/A

FEES

____ **Registration** (For food operation not to exceed one day between January 1 through June 30 and/or one day between July 1, through December 31.)

____ **$20 ONE DAY** (in conjunction with one event per calendar year that exceeds one day)

____ **$40 MULTIPLE DAY** (in conjunction with two or more events per calendar year to cover 14 days)

____ **$150 Seasonal Food Permit** (in conjunction with operating more than 14 days in a calendar year)

____ **Tax Exempt** Fee is waived if YOUR tax exempt # is provided on this application. If YOUR tax exempt # IS NOT provided you will be asked to pay the fee. Tax exempt # _____

FOR OFFICE USE ONLY

FEES
Fee paid _____ **Date** _____
Check # _____ **OR Cash** _____

NOTES
Temp Permit Regulations
Mailed **Emailed** **Website** **Delivered**

TEMP PERMIT ISSUED ___

This permit is not valid until signed by Health Department personnel. This permit is only valid for dates indicate and is not transferable to another person, location, or event.