



Public Health
Prevent. Promote. Protect.

Henry & Stark County Health Department
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1 - 2 DAY EVENT REGISTRATION FORM for TEMPORARY FOOD SERVICE OPERATION

Vendors who prepare or serve food up to two consecutive days and/or no more than 12 intermittent days in any one calendar year are required to submit this completed form to Henry & Stark County Health Departments.

Henry County **Stark County**

EVENT INFORMATION

NAME OF EVENT _____ **DATE(S)** _____

LOCATION OF EVENT _____

TIME FOOD SERVICE WILL BEGIN

Temporary Retail Food Establishment/Vendor Name (who is providing food)		Legal Owner's Name	
Establishment Address (Street, P.O. Box, City, State, Zip)			
Telephone Number:		Cell Phone Number:	
Fax #		E-mail:	

ON SITE CONTACT NAME _____ **ON SITE CONTACT #** _____

Please list any future events that you plan on participating in:

Event Name: Location:		Event Coordinator: Phone: Email:	
Start Date:	End Date:	Start Time:	End Time:
Event Name: Location:		Event Coordinator: Phone: Email:	
Start Date:	End Date:	Start Time:	End Time:

Water source: City Water Private Well Bottled Water

Wastewater disposed: Commissary City Sewer Other _____

Garbage Disposal: Provided by event coordinator Dumpster located on-site collect and haul away

Source of energy electrical connection generator gas/propane

Note: Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.

OFF-SITE FOOD PREPARTATION: Any food preparation done before the event. Yes No (Skip this page)

(List all food items, including toppings and beverages. Check all preparation procedures that apply and attach additional sheets as necessary.)

Food Item	Food Source (Name of grocery chain, wholesaler, etc.)	How Stored Before Prep? (Refrigerator, cooler, etc.)	Thaw (v)	Cut/Wash/Assemble (v)	Cook/Bake (v)	Cool (v)	Reheat (v)	How Served? (Hot/Cold)	Cold Holding (v)	Hot Holding (v)	Off-site Prep (Where?)
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											

Cooling: How will foods be rapidly cooled to 41°F or below? (Mark all that apply)

Shallow pans (less than 4”) in refrigerator or freezer Using an ice bath to cool the food product Ice paddle or wand

Reheating: How will foods be re-heated to at least 165°F? (Mark all that apply)

Microwave Grill Oven Hotplate Deep Fat Fryer Other (specify)_____

Transport: Distance you will be transporting food to the event _____

Temperature will be controlled during transport by: Coolers with ice Refrigerated vehicle Insulated container for cold food

Insulated container for hot foods Other _____

Type and number of food thermometers to be used (0-220°F): Metal stem probe _____ Thermocouple _____ Digital _____

ON-SITE FOOD PREPARATION: Any food preparation and handling done at the stand during the event.

(List all menu items, including toppings and beverages. Check all that apply and attach additional sheets as necessary.)

Food	Food Source (Name of grocery chain, wholesaler, etc.)	Thaw (v)	Cut/ Assemble (v)	Cook/ Grill (v)	Cool (v)	Reheat (v)	Cold Holding (v)	Hot Holding (v)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

Hot Holding Equipment: Steam unit Stove Oven Roaster Heat Lamps Other: _____

Cold Holding Equipment: Refrigerator/Freezer On ice/ice chest (*must be drainable and foods may not be in contact with ice unless packaged and sealed*)

HANDWASHING AND FOOD HANDLING *NOTE: Hand "sanitizers" are NOT an acceptable substitute for required handwashing.*

- I will be serving only prepackaged foods that require no preparation, cooking or bare hand contact (i.e. packaged potato chips, canned soda, etc.)
- There is an existing hard plumbed, fully functional **handsink** onsite that is supplied with soap, paper towels and a trash receptacle for paper towel disposal.
- I will be serving foods that require preparation and/or cooking and will provide the following **temporary handwash set-up for handwashing:**
- 1) A minimum of 2 gallons of warm potable water that must be filled as needed in a container with a "hands-free" spigot
 - 2) soap
 - 3) paper towels,
 - 4) a 5 gallon bucket (minimum) to catch and contain wastewater until proper disposal

After handwashing, how will you prevent bare hand contact with ready-to-eat foods? Tongs Food-grade disposable gloves Deli Tissues

Warewashing Equipment: a hard plumbed fully functional 3 compartment sink 2 compartment sink with pan/tub for 3rd sink
 3 portable pans/tubs to wash, rinse and sanitized Extra utensils/no equipment washing required for operations

Sanitized Wiping Cloth: Will provide container, cloths and test strips (1 tsp. bleach to 1 gallon cold water).

