



Henry & Stark County Health Department

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Public Health
Prevent. Promote. Protect.

\$5.00 Registration Fee Enclosed

1 DAY EVENT REGISTRATION FORM for TEMPORARY FOOD SERVICE OPERATION

Establishments that prepare and/or serve food for one (1) day (**preparation and serving are on the same day**) and/or no more than 12 intermittent days in any one calendar year are required to submit this completed form with the **\$5.00 registration fee to the Henry & Stark County Health Department no later than five (5) days before the event.**

Henry County

Stark County

EVENT INFORMATION

NAME OF PUBLIC EVENT _____ DATE OF PUBLIC EVENT _____

ADDRESS OF THE EVENT _____
(Street) (City) (Zip Code)

TIME FOOD SERVICE WILL BEGIN: _____ END TIME: _____

PERSON IN CHARGE - NAME _____ PHONE NUMBER _____

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:	

Please list below any future events that you plan on participating in where the food items remain the same. (Please use a separate sheet of paper if needed to add additional events with dates)

NOTE: If the food items change, you are required to submit a new registration form with fee

Event Name: Address:	Person In Charge: Phone: Email:	
Date:	Start Time:	End Time:
Event Name: Address:	Person In Charge: Phone: Email:	
Date:	Start Time:	End Time:

Water source: City Water Private Well Bottled Water

Private water supplies shall be tested annually and the results shall be submitted to our department with this application

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.

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 if necessary, attach a supplemental menu sheet (located on the website).

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.								

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)

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

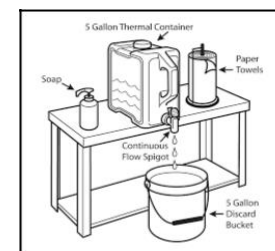
HANDWASHING AND FOOD HANDLING:

I will be serving only prepackaged foods that require no preparation, cooking or bare hand contact (i.e. packaged potato chips, canned soda, etc.)

I will be serving foods that require preparation and/or cooking, and there is a 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:**

A minimum of 2 gallons of warm potable water that must be filled as needed in a container with a “hands-free” spigot, soap, paper towels, and a 5 gallon bucket (minimum) to catch and contain wastewater until proper disposal.



NOTE: Hand “sanitizers” are NOT an acceptable substitute for required handwashing.

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).

OFF-SITE FOOD PREPARATION: Home/Residential kitchen preparation is prohibited. Please fill in this part if you prepare at a Church kitchen or a permitted kitchen. This includes **any** food preparation done the day of the event at an offsite location and transported to the event.

List all food items, including toppings and beverages. Check all preparation procedures that apply, and if necessary, attach a supplemental menu sheet (located on the website).

NOTE: If food preparation is done before the day of the event you are required to submit the 2-14 Day Event Permit Application for Temporary Food Service Operation.

Off-site Prep (Where? Include address)	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)
1.											
2.											
3.											
4.											
5.											
6.											

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 _____

FOR OFFICE USE ONLY

Revised 02/12/2019 jz