

# Food Safety at Temporary Events



Church suppers, street fairs, civic celebrations and other similar events call for food service vendors to be set up out-of-doors or in locations where keeping foods safe and sanitary becomes a real challenge. Following these guidelines will help reduce the risk of foodborne illness.

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**APPLICATIONS & PERMITS** – A temporary health permit shall be prominently posted for each food/drink vendor. There is a limit of three temporary permits per calendar year.

For an event with four or less food/drink vendors, each vendor shall complete a temporary health permit application and submit it with the appropriate fee *at least two (2) weeks before the event*. For an event with five or more vendors, please contact this department at least four weeks before the event.

The temporary permit application should be completed by the lead person responsible for the food preparation and service at your booth, trailer, etc. This person will be the person in charge (PIC)

**PERSON IN CHARGE (PIC) FOOD SAFETY TRAINING** – The PIC must provide proof of food safety training before a temporary health permit can be issued. Acceptable proof includes the PIC's Certified Food Protection Manager certificate or Food Handler certificate. A certificate can also be obtained by taking Temporary Food Vendor Training using a computer at our office. See the following web page for training information: <https://c-uphd.org/food-worker-training.html>

**FEES** – The following fees apply to events within Champaign or Urbana city limits. (If your event is not within Champaign or Urbana city limits, please use the Champaign County form instead).  
Note: The Champaign County Fairgrounds in Urbana are located outside of Urbana city limits).

Checks or money orders should be made payable to the Champaign-Urbana Public Health District and should accompany the application when submitted. Fees are non-refundable.

**CHAMPAIGN** – If your event is within Champaign city limits, the following fees apply:  
1-day event: \$50.00  
2-14 *consecutive* days: \$75.00  
Late fee: \$25.00 (if submitted to CUPHD less than three [3] full business days prior to the event)

**URBANA** – If your event is within Urbana city limits, the following fees apply:  
1-day event: \$50.00 (an Urbana city food license fee may also apply – contact us)  
2-14 *consecutive* days: \$75.00 (an Urbana city food license fee may also apply – contact us)  
Late fee: \$25.00 (if submitted to CUPHD less than three [3] full business days prior to the event)

## **UNIVERSITY OF ILLINOIS**

If your event is on University of Illinois property, you must contact the University of Illinois at 217/300-5914. We do not issue permits for events on University of Illinois property.

**FEE WAIVERS** – If your organization is Illinois sales tax exempt (i.e. no sales tax is paid when making purchases for the organization), the health permit and city food license fees will be waived if documentation is submitted. **NOTE: *You must provide proof by submitting your organization's Illinois Department of Revenue sales tax exemption letter along with the temporary health permit application each time an application is submitted.*** Other types of tax exemptions (501C-3, etc.) are not acceptable documents for fee waiver.

There are also fee waivers for school-related fundraising for student programs, youth groups fundraising for their programs, or fundraising for the purpose of paying otherwise unpaid medical expenses. Please contact our office for more information.

Late fees cannot be waived.

(cont'd)

**CITY CONTACTS** – Depending on where your event will take place, contact the City of Champaign (217/403-8940) or the City of Urbana (217/384-2368) so they can determine whether a special event permit, itinerant merchant’s license, liquor license, etc. is needed.

**PRE-OPENING INSPECTION** – Food/drink vendors may be required to have a pre-opening inspection *prior* to any food/drink handling.

**MENU** – Keep your menu simple, and keep potentially hazardous foods (meats, cut-up melons, etc.) to a minimum. Complex food preparations (cooling, pulling pork, etc.) may not be approved. *Home preparation of foods is not allowed.*

**BOOTH** – All food preparation must be done in an approved booth/kitchen with approved equipment. Design your booth with safety in mind. At a minimum, the booth shall have overhead covering, ideally be entirely enclosed except for the serving window, with only one door or flap for entry. Only food workers may be permitted inside the food preparation area. Equipment must be separated (roped off) from the public.

**TRANSPORTATION** – If foods are to be transported from one location to another, keep them covered and provide adequate temperature controls. Use refrigerated trucks to keep cold foods cold (below 41°F), and insulated containers to keep hot foods hot (above 135°F).

**STORAGE** – All food, equipment and single-use items must be stored off the ground.

**ICE** – Ice used to cool cans and bottles cannot be used in beverages and is to be stored separately. Dispense ice from a bag with a scoop, never with hands or a glass container. Ice shall be made from a potable water source.

**REFRIGERATION** – Mechanical refrigeration is requested. An effectively insulated, hard-sided, cleanable cooler with ice from an approved potable water source may be used. Thermometers must be in each cold holding unit.

**COOKING** – See the minimum cooking temperatures chart.

**HOT HOLDING** – Electrical equipment is requested. Propane stoves, grills or canned heat may be used and should be available for backup. An accurate, sanitized metal-stem thermometer must be available and used to check internal food temperatures. The thermometer must be able to measure from 0° to 220°F.

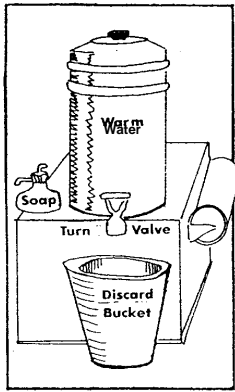
**FOOD DISPLAY AND DISPENSING** – Keep foods covered to protect them from insects, dust, etc. Keep foods away from customer contamination by using tables or breath protectors.

**NO LEFTOVERS** – No food can be made ahead of time and cooled down for use at a later date/time. All cooked foods must be served the same day. Foods left at the end of the day must be discarded. Plan accordingly.

**CONSUMER ADVISORY** – If serving any raw or undercooked animal foods (eggs, beef, fish, lamb, pork, poultry) or shellfish, a consumer advisory is required. Undercooked items on your menu board or sign must be designated by a disclosure asterisk (\*). A reminder must also be displayed. Here is a reminder example: \* Consuming raw or undercooked meat, poultry, seafood, shellstock or eggs may increase your risk of foodborne illness, especially if you have certain health conditions.

Food Item (RAW)	Minimum Cooking Temperatures
Fish fillets	145°F/15 seconds
Beef steaks	145°F/15 seconds
Pork chops	145°F/15 seconds
Sausage	158°F/<1 second
Hamburgers	158°F/<1 second
Chicken/turkey	165°F/<1 second

Fully Cooked, Commercially Processed Food Items	Minimum Reheating Temperatures
Hot dogs	135°F/15 seconds
Brats	135°F/15 seconds
Canned chili	135°F/15 seconds

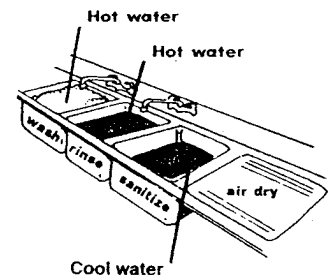


**HANDWASHING** – The vendor shall have warm (at least 100°F) running water, soap, individual paper towels, and a bucket to collect the dirty water. A jug of warm water with a turn spout is an acceptable method.

The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for handwashing. Hands must be properly washed prior to using gloves and anytime gloves are changed.

**HEALTH AND HYGIENE** – Anyone with cramps, nausea, fever, vomiting, diarrhea, jaundice, open sores or cuts on the hands, etc., must not be allowed in the food booth. Workers are to wear clean outer garments, an effective hair restraint and must not smoke, eat or drink in the booth.

**DISHWASHING** – Wash equipment and utensils in a four-step sanitizing process: washing in hot, soapy water; rinsing in clean water; chemical sanitizing; and air-drying. These facilities may not be required if you are returning to your permitted kitchen or using disposables.



**WIPING CLOTHS** – Rinse and store your wiping cloths in a bucket of sanitizer. Use the appropriate sanitizer test strips.

**WATER SUPPLY** – Obtain your water from a potable source. Your connections and hoses shall be constructed, located and maintained to avoid contamination. Food grade hoses must be used for drinking water. Garden hoses are not allowed.

**REFUSE** – Two refuse containers should be available – one for your garbage and another for your customers' garbage.

**LIQUID WASTE** – This waste cannot be dumped into streets, storm drains or onto the ground. Use containers to collect liquid waste and discard in a sanitary manner.



**Champaign-Urbana Public Health District**  
**201 W. Kenyon Road**  
**Champaign, IL 61820**  
**Phone: (217) 373-7900**  
**c-uphd.org**

<b>TEMPORARY FOOD ESTABLISHMENT Health Permit Application</b>	
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**Champaign-Urbana Public Health District**  
**201 W. Kenyon Road, Champaign, IL 61820**  
**Phone (217) 373-7900**  
**Email: [eh@c-uphd.org](mailto:eh@c-uphd.org) ♦ [c-uphd.org](http://c-uphd.org)**

If approved, a temporary health permit will be issued for a specific number of days, to operate at a fixed location, with a fixed menu, at a special event (i.e., festival, fair, fundraiser, auto show). Note: Special event means a unique event which is advertised to the public by the use of flyers, banners, newspaper articles, television, social media, websites, or by other means.

All portions of this application must be completed, legible, signed, and submitted at least 14 days prior to the special event. **A \$25.00 late fee applies if an application is received by CUPHD less than three (3) full business days prior to the event.**

**Temporary Health Permit Fees (non-refundable)**

1 day – \$50.00  
 2-14 consecutive days – \$75.00  
 Note: City food license fee may also apply  
 Illinois sales tax exempt (must provide proof) – \$0

For Office Use Only	
Permit fee paid	_____
City license paid	_____
Cash/Credit/Check #	_____
Approved by (EHS)	_____
Date permit issued	_____
On-site / Mail / Pick-up	

**1 THE PERSON IN CHARGE (PIC) THAT IS RESPONSIBLE FOR FOOD PREPARATION AND SERVICE SHOULD COMPLETE THIS APPLICATION:**

Organization/business name (if applicable): \_\_\_\_\_

PIC name: \_\_\_\_\_

PIC mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PIC phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

PIC e-mail address: \_\_\_\_\_

**2 DON'T FORGET:**

- I have enclosed proof of the PIC's food safety training (see guidelines for more information).
- I have enclosed payment or proof of an Illinois sales tax exemption (see guidelines for more information).

**3 SPECIAL EVENT INFORMATION (where temporary food service will be set up):**

Name of special event: \_\_\_\_\_

Date(s) the temporary food service will operate: \_\_\_\_\_

Hour(s) the temporary food service will operate: \_\_\_\_\_

Event location (street address & city): \_\_\_\_\_

Name of building/park/area (if applicable): \_\_\_\_\_

**I understand that by receipt of a temporary food health permit to operate, I am agreeing to comply with all temporary food requirements. I understand that if I don't meet the requirements for temporary food establishments, my establishment will have its temporary health permit suspended and may be closed by CUPHD.**

PIC signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DESCRIBE THE PROCESS FOR PREPARING YOUR MENU ITEMS

<p>List all food and beverage items (including ice and condiments) and their retail source(s). Use a separate row for each food or beverage item.</p> <p><i>No home-prepared items allowed!</i></p>	<p>How will the listed food item be transported to the event?</p>	<p>Describe how each menu item will be cooked and/or assembled (washing vegetables, chopping, reheating, steaming, grilling, sautéing, etc.).</p>	<p>How will food be held hot or held cold?</p> <p><i>Hot = 135°F or above</i>  <i>Cold = 41°F or below</i></p> <p><i>Foods <u>cannot</u> be cooked ahead of time and cooled down!</i></p>	<p>How will each menu item be assembled and served to the customers?</p>
<p><b>Example:</b>  <i>Pre-portioned, frozen hamburger patties &amp; buns from Tons of Food Grocery Store</i></p>	<p><i>Ice chest with ice; no direct contact with ice or ice water.</i></p>	<p><i>Cook hamb. patties on grill to 155°F./17 sec. Toast buns on grill to order. Place patties on buns.</i></p>	<p><i>Chafing dish used to hold cooked extra hamburger patties hot at 135°F or above.</i></p>	<p><i>Using single-use gloves, each sandwich is foil-wrapped and served.</i></p>
<p><b>Example:</b>  <i>Cheese slices from Tons of Food</i></p>	<p><i>Ice chest with ice; protected from ice water</i></p>	<p><i>Add cheese slice to hamburger if requested.</i></p>	<p><i>Ice chest used to hold cheese slices cold at 41°F or below.</i></p>	<p><i>Tongs</i></p>
<p><b>Item 1</b></p> <p>Source:</p>				
<p><b>Item 2</b></p> <p>Source:</p>				
<p><b>Item 3</b></p> <p>Source:</p>				
<p><b>Item 4</b></p> <p>Source:</p>				
<p><b>Item 5</b></p> <p>Source:</p>				
<p><b>Item 6</b></p> <p>Source:</p>				

*Only the food items listed will be evaluated for approval. For any subsequent menu changes, contact this office prior to the event. If needed, use additional sheets.*

**COMPLETE ALL APPLICABLE INFORMATION:**

Please check or write applicable responses. If other, please explain. If not applicable, write NA.

**Hot holding equipment:**       Steam table       Grill       Chafing dish       Oven       Roaster  
 Other: \_\_\_\_\_

**Cold holding equipment:**       Refrigerator       Freezer       Ice chest with ice  
 Other: \_\_\_\_\_

**Transport equipment:**       Refrigerated vehicle       Ice chest with ice       Insulated boxes  
 Other: \_\_\_\_\_

**Extra food storage method:**       Approved kitchen       Support trailer       Food purchased on day of event  
 Other: \_\_\_\_\_

**Water supply:**       Potable water hoses (if transported)       Jugs (if transported)  
Source: \_\_\_\_\_

**Wastewater disposal:**       Municipal sewer/approved septic system       Commissary/service area  
 Provided by event coordinator on-site       Trailer (use of holding tank)  
*Note: The storm drain is not a sanitary sewer!*

**Handwashing sink:**       Using kitchen with approved handwashing sink  
 Using temporary handwash system with WARM water (86°-110°F) (see guidelines)  
 Other: \_\_\_\_\_

**Thermometer:**       Yes, I have an accurate food thermometer with 0°– 220°F range.  
 No, I do not have a food thermometer.

**Bare hand barrier:**       Single-use gloves       Tongs       Deli paper  
 Other \_\_\_\_\_

**Customer barrier:**       Sneeze guards       Table  
 Other: \_\_\_\_\_

**Warewashing equipment:**       Using kitchen facility with approved three-compartment sink  
 Using kitchen facility with two-compartment sink – using container/tub for 3<sup>rd</sup> sink  
 Will provide three portable containers or tubs to wash, rinse, and sanitize  
 Will provide extra utensils / no equipment washing required for operation

**Overhead protection:**      Describe the type of overhead protection over food preparation & service area:  
\_\_\_\_\_

**Sanitizer:**       Chlorine       Quaternary ammonium       Other \_\_\_\_\_  
 Yes, I have test strips

**Toilet facilities:**       Within 200 feet       Same building as the event       Trailer – self contained  
 Portable toilets with handwash stations provided by event coordinator

**Garbage disposal:**       Provided by event coordinator       Dumpster located on-site  
 Will collect and haul away

**Off-site preparation of food:**       Yes    If yes, where? \_\_\_\_\_  
 No

## **DRAW A LAYOUT DIAGRAM OF YOUR TEMPORARY FOOD SERVICE**

Using the grid below, draw a diagram of the layout of your temporary booth/trailer/kitchen as seen from above. Please draw and label all equipment to be used, such as handsink, tables, refrigerators, grills, hot holding equipment, service area, warewashing area, food storage areas, etc. The food preparation area shall have a booth designed to protect food from dirt and inclement weather, including but not limited to, adequate overhead protection. This overhead protection must be large enough to accommodate all food activities and storage.

***DIAGRAM NEEDS TO BE EASILY READABLE. PLEASE LABEL ALL EQUIPMENT AND AREAS.  
Don't forget to include your handwashing station or handsink!***

