VILLAGE OF ORLAND PARK
14700 S. Ravinia Avenue
Orland Park, IL 60462
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TEMPORARY FOOD SERVICE PERMIT APPLICATION

Event Information				Application Date:
Event Name:				
Location:				
Set Up Date:		Set Up Time:		Event Times:
Event Dates: Starting _____/ _____/ _____/ Ending: _____/ _____/ _____/				
Will be at this location for _____ days/dates. If not consecutive days, list dates here:				
Date:	Date:	Date:	Date:	Date:

*This permit is only good for one location, for a maximum of the fourteen (14) days listed above.

Vendor Information		
Organization/Business Name:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax #:	
Organization Chairperson/Business Owner		
Name:	Phone#:	

Applicant's Signature	Printed Name

Health Inspector's Signature	Printed Name

*Application and fee shall be received at least 10 days in advance of the event. Sanitarian must approve menu and booth questionnaire before a permit can be issued.
*Fee is payable by cash, check or Visa/MasterCard at the Village Hall. The fee is nonrefundable.

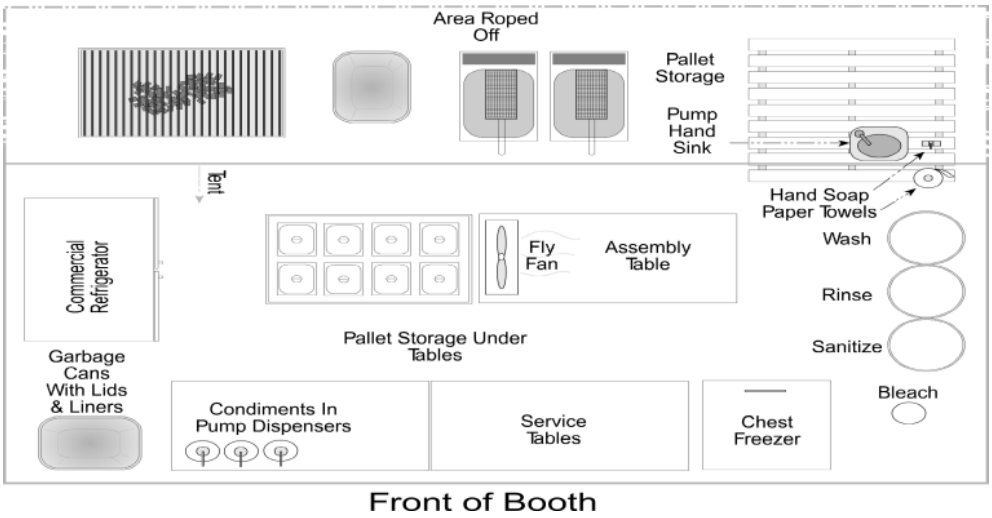
For Office Use Only			
Permit Type:	❒ Food Festival	❒ School	❒ Other
San ID #:		Risk Type:	
Fee Type:		Fee Amount:	
For vendors using multiple booths note Booth #:			

Permit #	Date Issued:

Menu and Procedure Review		
Food to be Prepared	**Supplier Information**	**Process of Transportation/Preparation to Event**
i.e. Hamburger	*Gordon's Food Service*	*Transported in insulated container, held in commercial freezer, cooked on site to serve*
i.e. Cooked Rice	*Sysco*	*Made at restaurant, transported in insulated container and held at steam table*

Answer the following questions about what equipment will be provided at your booth:

Where will your booth be located? ☐ **Indoor** ☐ **Outdoor**		
	Yes	**N/A**
Approved transportation equipment for hot and cold foods.	☐	☐
Mechanical hot holding equipment (i.e., no heat lamps or crockpots).	☐	☐
Mechanical cold holding commercial refrigeration or freezers (i.e., no household refrigerators).	☐	☐
Probe and equipment thermometers for checking food and equipment temperatures.	☐	☐
Flooring and overhead cover, if not provided by the organizer.	☐	☐
Dunnage racks or pallets to store all food and paper goods off the ground.	☐	☐
Additional clean, wrapped cooking utensils.	☐	☐
Dispensers for condiments (i.e., pre-packages, squeeze bottles or hinged lid containers).	☐	☐
Handwashing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a hands free tap and a bucket to catch the waste water).	☐	☐
Clean clothes and hair covering (i.e., cap, visor, or bandana) for employees.	☐	☐
Wash, rinse and sanitize containers that are large enough to hold soiled utensils.	☐	☐
Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags, and garbage cans with lids).	☐	☐
Wiping cloths and extra buckets, fans, containers for used cooking oil, and charcoal, extension cords, fire extinguishers, and first aid kits.	☐	☐
All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home prepared food is prohibited.	☐	☐
Vendor bringing prepared food from outside the Village of Orland Park – A current health inspection report for facility where food was prepared is required.	☐	☐



Example Booth Layout

Provide Booth Layout with your Completed Application