



TEMPORARY FOOD SERVICE FORM

FOOD VENDOR INFORMATION		
Vendor Name		
Applicants Name		
Applicants Address		
Phone		
Email		
Person(s) in Charge of Food Service		Certified Food Protection Manager <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach a copy of your certificate)</i>
Type of Vendor	<input type="checkbox"/> Temporary Food Booth	<input type="checkbox"/> Mobile Unit

SPECIAL EVENT INFORMATION			
Name of Event			
Address of Event			
Event Start Date		Event Start Time	
Event End Date		Event End Time	
Setup Time		Serving Time	

MENU ITEMS/FOOD PREPARATION METHOD	
WILL FOOD BE PREPARED ONSITE AT THE EVENT OR IN A LICENSED FOOD ESTABLISHMENT? <i>(IF USING A LICENSED FACILITY OUTSIDE OF SCHAUMBURG, A COPY OF THE LAST INSPECTION REPORT FROM THE LICENSING HEALTH DEPARTMENT WILL BE REQUIRED.)</i>	<input type="checkbox"/> ONSITE <input type="checkbox"/> LICENSED FACILITY <input type="checkbox"/> SELLING COMMERCIALY PREPACKAGED FOOD ONLY
LIST ALL ITEMS THAT WILL BE SERVED/SOLD OR ATTACH A COPY OF YOUR MENU <i>(VILLAGE OF SCHAUMBURG RESERVES THE RIGHT TO EXCLUDE ANY MENU ITEM)</i>	

FOOD SERVICE LAYOUT			
WHAT TYPE OF HANDWASHING WILL BE PROVIDED? <input type="checkbox"/> HANDWASHING SINK <input type="checkbox"/> CONTAINER WITH HANDS FREE SPIGOT		UTENSIL AND EQUIPMENT WASHING: <input type="checkbox"/> 3-COMP SINK / 3-BUCKETS <input type="checkbox"/> EXTRA UTENSILS	
WHAT EQUIPMENT WILL BE USED TO CONTROL TEMPS DURING TRANSPORT? <input type="checkbox"/> COLD HOLDING UNIT <input type="checkbox"/> HOT HOLDING UNIT <input type="checkbox"/> OTHER: _____			WILL PREVIOUSLY COOKED FOODS BE REHEATED AT THE EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOW WILL FOOD BE HELD HOT? <input type="checkbox"/> STEAMTABLE <input type="checkbox"/> OVEN/STOVE/HOT BOX	HOW WILL FOOD BE HELD COLD? <input type="checkbox"/> REFRIGERATORS <input type="checkbox"/> FREEZERS	METHOD OF PEST CONTROL <input type="checkbox"/> FANS <input type="checkbox"/> FOOD COVERS <input type="checkbox"/> SCREENS	
OVERHEAD PROTECTION <input type="checkbox"/> TENT <input type="checkbox"/> MOBILE UNIT / TRAILER <input type="checkbox"/> OTHER _____		BARRIERS TO PUBLIC <input type="checkbox"/> TABLES <input type="checkbox"/> MOBILE UNIT / TRAILER	
WASTEWATER DISPOSAL: <input type="checkbox"/> SANITARY SEWER <input type="checkbox"/> MOP BASIN <input type="checkbox"/> HOLDING TANK			

I have read and agree to comply with the Village of Schaumburg's Temporary Food Service Guidelines.

Applicant's Printed Name _____

Signature _____ **Date** _____

TEMPORARY FOOD SERVICE BOOTH LAYOUT (To be submitted with Temporary Food Service Form)

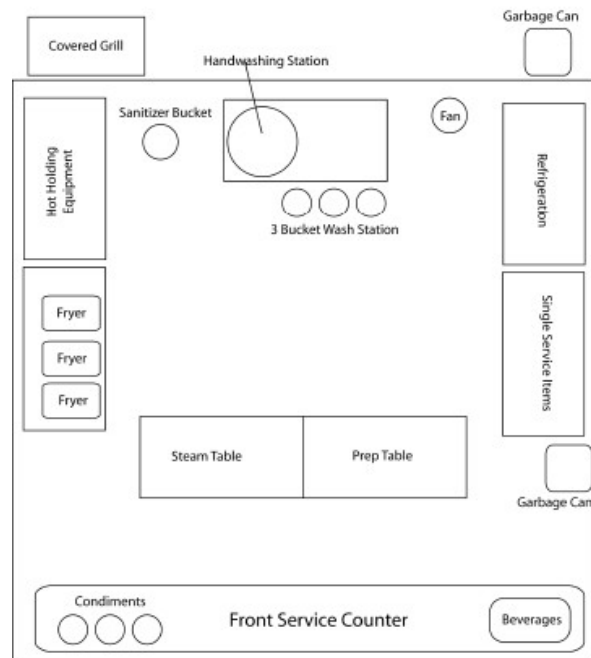
FOOD SERVICE LAYOUT:

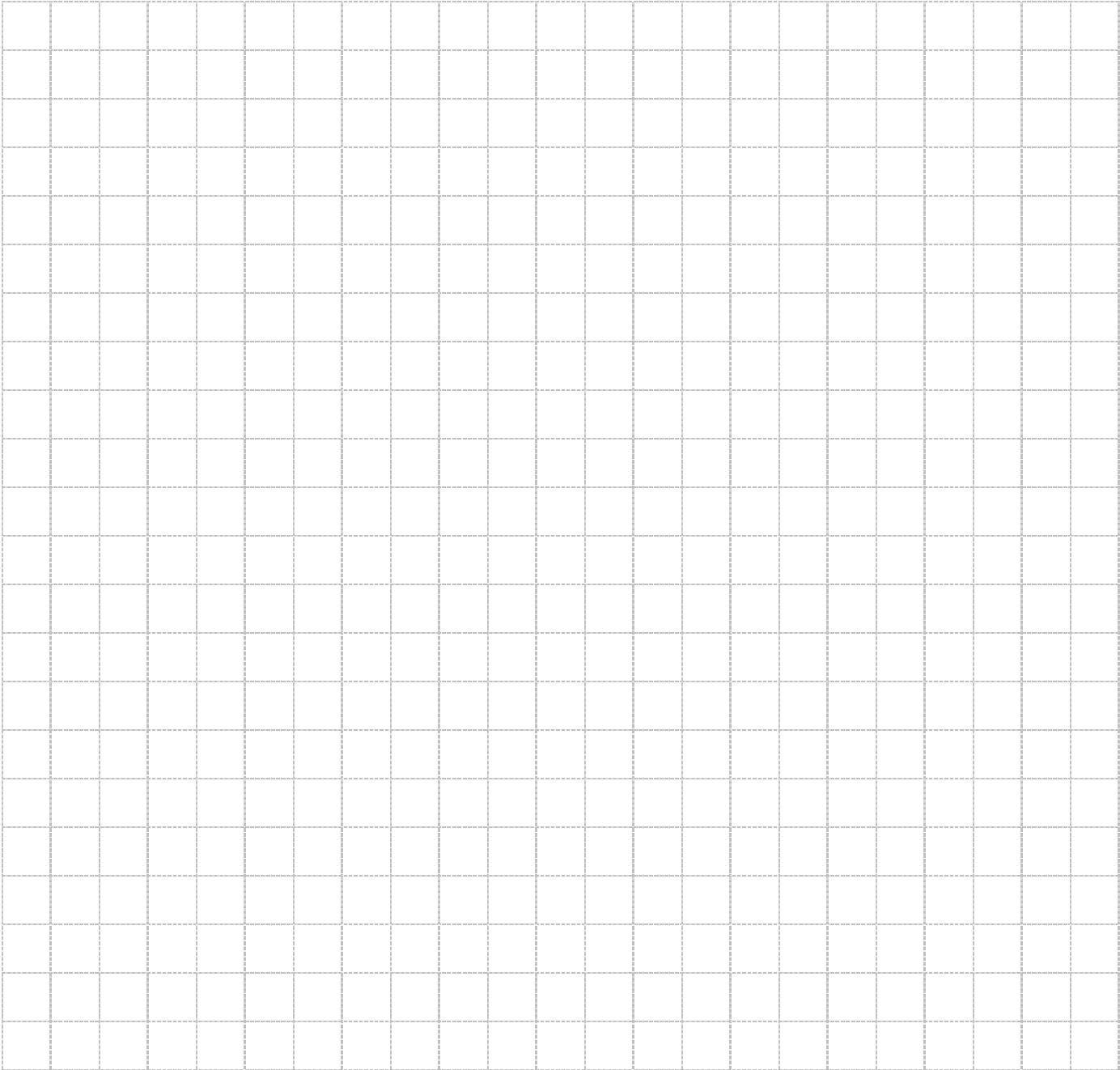
- Provide a drawing of the entire temporary food booth layout and include the location of the following:
 - Tent outline (*Outside booths must have overhead protection, such as tents or canopies, to protect food from contamination and poor weather conditions*)
 - Mechanical refrigeration/freezers
 - Cooking equipment
 - Hot holding equipment
 - Cold holding equipment
 - Handwashing station (*required for each food vendor*)
 - Dishwashing station (*please note if you plan to bring extra utensils in place of equipment*)
 - Storage of foods and dry goods

NOTE: Open flamed grills shall not be located under the tent for fire prevention requirements.

Example of Booth Layout

Diagram 1





For questions about the temporary food service booth layout, please contact the Community Development Department / Environmental Health Division at envhealth@schaumburg.com or 847-923-3700.