



## VILLAGE OF ARLINGTON HEIGHTS TEMPORARY FOOD SERVICE REQUIREMENTS & APPLICATION

**Only pre-packaged and commercially pre-cooked potentially hazardous foods, or foods requiring minimal preparation will be allowed.**

**The following items are required at each food service location. Locations will not be permitted to prepare or sell foods until these items are provided and a certificate is issued.**

- Metal stem thermometer to monitor food temperatures
- A spray bottle filled with an approved sanitizer
- Test strips to measure sanitizer concentration
- Water container with spigot for hand washing and a container to recapture waste water. This hand washing station must be kept accessible at all times
- Hand soap and paper towels
- Proper utensils to eliminate bare hand contact with ready-to-eat foods (deli tissue, spatulas, tongs, single-use gloves, dispensing equipment, etc.). **Bare hand contact with ready-to-eat foods is prohibited.**
- Three, 5 gallon pails or a 3-compartment sink (wash, rinse, sanitize) for properly washing food utensils. Sanitizer must be maintained at the proper concentration. If the event is less than 4 hours, an adequate supply of back up utensils may be provided instead of a 3-compartment sink.
- Proper hair restraints for employees
- Lined refuse container for patron waste
- All condiments must be single-use packets, squeeze bottles or pump dispensers
- Mechanical refrigeration must be provided for multiple day events.

**The attached application must be completed in as much detail as possible, signed, dated and returned to the Arlington Heights Environmental Health Services Division for review AT LEAST 7 DAYS PRIOR to the temporary event date. Separate applications are required for each event.**

Be sure to keep this page as a check list for your event.

Submit the application by mail, fax, or e-mail to:

Arlington Heights Health & Human Services Department  
Environmental Health Services  
33 S. Arlington Heights Road  
Arlington Heights, Illinois 60005  
Phone: (847) 368-5760 Fax: (847) 368-5980  
healthmail@vah.com

**Village of Arlington Heights  
Temporary Food Service Event Application**

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date & Time: \_\_\_\_\_

Restaurant/Caterer Name: \_\_\_\_\_

Restaurant/Caterer Address: \_\_\_\_\_

City/State \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Food Items To Be Served: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of maintaining Hot (Above 135°) and Cold ( Below 41°) food temperatures during transportation and event. All food items must be covered or wrapped to protect from contamination. **Mechanical refrigeration must be provided for multiple day events. Any potentially hazardous foods that are outside of the required temperatures will be discarded.**

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**You must provide a copy of your kitchen's/commissary's most recent routine food inspection or yearly license, if your business is not located within the Village of Arlington Heights. If using a 3rd party kitchen, also provide a copy of the agreement between the kitchen owner and restaurant/caterer. If you are a licensed Cottage Food Operator, provide a copy of your Cottage Food registration.**

I have read this document and understand that if I do not comply with these requirements that I will not be permitted to participate in the event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date