



TEMPORARY EVENT APPLICATION

MACOUPIN COUNTY DEPARTMENT OF PUBLIC HEALTH
 112 S Macoupin St, Gillespie, IL
 Phone (217) 839-4114
www.mcphd.net

Name of event: _____

Event Address: _____ City: _____

Sponsored By: _____ Vendor Name: _____

Person in Charge: _____ Phone Number for day of event: _____

Mailing Address: _____ City: _____ Zip: _____

Contact Telephone Number: _____

Email: _____

Food Preparation Date: _____ Prep Location: _____ Prep Time: _____

Will food be transported from another location? _____ If yes, method: _____

Event Dates: _____ Event Location: _____

Event Setup Time: _____ Event Times of Operation: _____

Menu Items	Source (where menu items/ingredients are purchased)

Please list any Certified Food Protection Managers that may be present on site:

Name: _____ ID Number: _____ Expiration Date: _____

Applicant Name: _____ Signature: _____

Date: _____

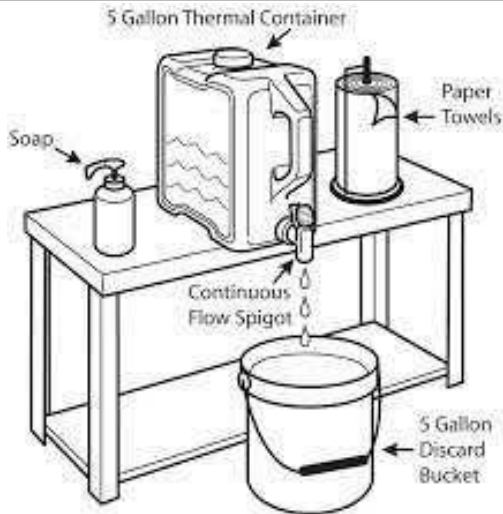
Inspectors Signature: _____

Checklist. Will you have....

(Check one)

- Approved transportation equipment for hot and cold foods Y N N/A
- Mechanical hot holding equipment (i.e., no heat lamps or crock pots) Y N N/A
- Mechanical cold holding commercial refrigeration or freezers (i.e., no household refrigerators or coolers). Y N N/A
- Probe and equipment thermometers for checking food and equipment temperatures. Y N N/A
- Flooring and overhead cover Y N N/A
- Dunnage racks or pallets to store all food and paper goods off the ground. Y N N/A
- Additional clean, wrapped cooking utensils. Y N N/A
- Dispensers for condiments (i.e., pre-packaged, squeeze bottles, or hinge lid containers) Y N N/A
- Handwashing facilities (like the one pictured below) with paper towels and liquid hand soap (i.e., a camp sink or container with a hands free tap and a bucket to catch the wastewater) Y N N/A
- Clean clothes and hair coverings (i.e., cap, visor, or bandana) for employees Y N N/A
- Wash, rinse, sanitize containers that are large enough to hold soiled utensils. Y N N/A
- Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, trash bags, and garbage cans with lids) Y N N/A
- Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords, fire extinguisher, and first aid kits. Y N N/A
- Vendor bringing prepared food from outside of Macoupin County – A current health inspection report for facility is required. Y N N/A
- All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home prepared food is prohibited. Y N N/A

Temporary hand washing station example:



Please Draw Booth Layout Below

For Office Use Only

- Temporary event vendor approved.
- Temporary event vendor denied.

Date reviewed: _____

Inspector's signature: _____