



TEMPORARY EVENT APPLICATION
MACOUPIN COUNTY DEPARTMENT OF PUBLIC HEALTH
509 Illinois Ave., Gillespie, IL
Phone (217) 839-4111 or (217) 710-9113
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: _____

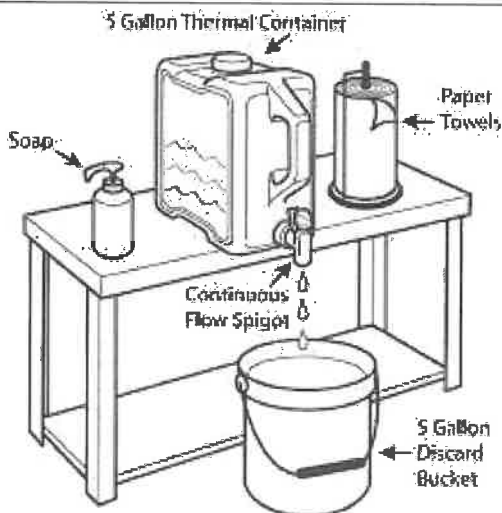
Applicant Name: _____ Signature: _____
Date: _____
Inspectors Signature: _____

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: _____