

Mason County Health Department



Public Health
Prevent. Promote. Protect.

1002 East Laurel Ave. ■ Havana, IL 62644 ■ Phone: (309) 210-0110 ■ Fax: (309) 543-2063

Temporary Food Application

Fees: 1-4 days---\$20 5-8 days---\$30 9-14 days--\$40

\$25 Late Fee if application not received 3 working days prior to event

Name of Stand: _____

Name of Event: _____

Location of event: _____

Date(s) of event _____ Time of Food Prep _____

Hours of Operation: Start: _____ End: _____

Contact Person Name: _____

Address: _____

Daytime Phone # _____

FOR OFFICE USE ONLY

Log# T 125- _____ - _____

Cash/Check # _____

Approved by: _____

Date Issued: _____

Checklist _____

Inspection _____

Onsite / Mail / Pick-up / Phone

Where will the food be prepared? ☐ At the Event ☐ At an approved licensed facility _____

Is public water available on-site? ☐ Yes ☐ No; If no, Identify source _____
(If well water, must provide results of water sample)

Certified Personnel on-site? ☐ Yes; Name and License Number: _____ ☐ No

Food/Beverages Served

Purchased From

PLEASE SELECT MAIN ENTRÉE FROM YOUR MENU & DESCRIBE THE STEPS BELOW

Name of entrée _____

Transportation: How will the food be transported?

Preparation: List steps of food preparation.

Cold Holding: How will you store the food before it is cooked?

Cooking: What cooking temperature is needed for that food item and how will it be cooked?

Hot Holding or ready-to-eat: After food is cooked will it be served immediately or what kind of hot holding unit will be used and at what temperature?

Food Dispensing: Single serve or plates and utensils

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Temporary Event Checklist

Initial each line to verify you have read and will follow each action:

- Hand washing facilities – A hand washing station (as illustrated) or a sink (not in a restroom) shall be provided. Station must have warm running water, soap, paper towels and a bucket to collect dirty water. A jug of warm water with a turn spout container is acceptable. Station must be within 20 feet of food preparation area and be set-up **prior** to any food handling.
- Cold food will be kept at **41 degrees** or below during transportation and storage. Thermometers must be present in holding equipment.
- Hot food will be kept at an internal temperature of **135 degrees** or more after cooking.
- A metal stem thermometer will be available for checking the temperature of hot food and a thermometer will be placed in all cold holding equipment.
- Food shall be prepared on-site or at an off-site location approved by the health department in advance of the event. Home preparation of food is not allowed.
- Three pans will be provided (or a three compartment sink) to wash, rinse and sanitize food handling utensils. Utensils will be air dried.
- A bucket or spray bottles containing sanitizer solution will be provided to clean food preparation counters.
- Gloves will be worn by all people handling ready-to-eat foods.



I have read the above checklist for safe food handling and agree to implement these practices at the temporary event for which I am applying. If I am not the responsible party for food handling at the event, I will provide this checklist to the person who is responsible and ensure they agree to abide by these practices. **I understand that failure to follow each action may result in revocation of the temporary food permit and closure of the temporary food stand.**

Signature _____ Date _____

Printed Name _____

**Sanitizer concentrations for bleach shall be 50 ppm for dishwashing and 100 ppm for sanitizer buckets or spray bottles.*