



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS  
**SPECIAL EVENT PERMIT APPLICATION**

**SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION**

FEE: 75.00 PER VENDOR. (Upon approval you will be sent a link to pay for the license on-line). THIS APPLICATION MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT  
 Please type or print clearly. Application will be returned if not completed in its entirety.

**EVENT INFORMATION**

Name of Event \_\_\_\_\_

Address of Event *(Range if possible)* \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Event Food Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

**VENDOR INFORMATION**

Legal Name of Food Vendor \_\_\_\_\_ Contact \_\_\_\_\_

Phone #(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address of Food Vendor \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Illinois Department of Revenue (IDOR) # *(8 digits)* \_\_\_\_\_

Dept. of Business Affairs & Consumer Protection ACCOUNT # *(up to 6 digits)* \_\_\_\_\_

If you do not know your account # please call (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection Account #.

Summer Food Festival Sanitation Certificate # \_\_\_\_\_ **(Please attached a copy of the certificate to this application)**

For a list of Summer Sanitation Class locations and dates click on: [www.chicago.gov/content/dam/city/depts/cdph/FoodProtection/2023/Summer\\_Festival\\_Food\\_Service\\_Sanitation\\_Certificate%20\\_3.7.2023.pdf](http://www.chicago.gov/content/dam/city/depts/cdph/FoodProtection/2023/Summer_Festival_Food_Service_Sanitation_Certificate%20_3.7.2023.pdf)

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature *(Must be signed by an owner or officer)* \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

List the name and address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a **notarized commissary letter** from the 3<sup>rd</sup> party location owner/operator. **Note:** NEITHER FOOD OR EQUIPMENT MAY BE STORED IN THE HOME.

Describe how time/temp requirements *(cold foods at 41 degrees F or below, hot foods at 135 degrees F or above)* are maintained during the transport of food to the event. *(i.e. refrigerated cold storage containers, refrigerated truck).*

List the name(s) and addresses of the food supplier(s) used for the event *(wholesalers, distributors, etc.)*. Retain all receipts for inspection.

I understand that the holder of a current Summer Festival Food Sanitation Certificate must be present in each booth and have an original copy of the certificate at all times that food is being handled.

Check to accept

I understand that a portable, one-piece, self-contained hand sink is required at the special event booth.

Check to accept

I understand that **mechanical** refrigeration is required on-site if perishable food will be cold held at the event.

Check to accept

Date of most recent health inspection at restaurant/commissary used for initial food preparation and storage of equipment (must be dated within the prior 6 months). For restaurants/commissaries located within the City of Chicago, an inspection can be requested by emailing [cdphfood@cityofchicago.org](mailto:cdphfood@cityofchicago.org)

\_\_\_\_/\_\_\_\_/\_\_\_\_

**If the restaurant / commissary is located outside of the City of Chicago, a copy of the most recent health inspection report must be submitted with application.**

Menu Item (i.e. Italian beef, spaghetti, ice cream, French fries)	Ingredients (i.e. beef, rice, tortillas, cheese, bread)	How is it prepared <u>at event</u> ? (i.e. grilled, fried, no on-site prep)	Equipment Used For Prep, Cold/Hot Holding, Cooking <b><u>At Event Booth</u></b> (i.e. refrigeration, steam table, grill, freezer)	Final Internal Cooking Temp °F ( <u>Not</u> oven/oil temp)
				°F
				°F
				°F
				°F
				°F
				°F
				°F

Are condiments provided for customer self-service? Yes \_\_\_\_ No \_\_\_\_

If yes, list them below and how they are dispensed.

**All questions must be answered, or the application will be denied.**

# Special Event Food Booth Layout

*(Required with all applications)*

Show "Receiving" location. Hand draw in the shapes to represent the equipment as they will be set up at the event.

**Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that **NO DISHWASHING** is allowable on-site so this should not be done or shown on the layout.**

Vendor Name: \_\_\_\_\_

