



FORM 1.16

**VILLAGE OF NORTHBROOK
Development & Planning Services**

1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

Permit #: _____
Fee: _____

TEMPORARY FOOD SERVICE PERMIT APPLICATION

Temporary food service means any food service which operates for a temporary period of time, not to exceed 14 days, in connection with a fair, carnival, special event/grand opening or similar public gathering with food service and/or sales. Any vendor that is not approved a minimum of ten (10) business days prior to the event will not be allowed to participate in the event. It is recommended that the vendor providing the food for the event submit the application. **For assistance with the form, please contact Lynn Hoette, Village Sanitarian, at (847) 664-4059, or email hoette@northbrook.il.us. Fax (847) 272-5068.**

Submit completed application and \$25.00 fee to the Development and Planning Department, Village of Northbrook, 1225 Cedar Lane, Northbrook, IL. 60062 a minimum of ten (10) business days prior to the event.

SECTION I APPLICATION

Name of Event: _____
Organization Hosting Event: _____
Location of Event: _____
Date(s) of Event: _____
Time(s) of Event: _____
Initial Set-up time for Purpose of Inspection: _____

****IF FOODS ARE PREPARED AT A FOOD ESTABLISHMENT OUTSIDE THE VILLAGE OF NORTHBROOK, PLEASE SUBMIT A COPY OF ITS LAST HEALTH INSPECTION REPORT. THIS INSPECTION MUST HAVE TAKEN PLACE WITHIN THE LAST SIX MONTHS. ALSO, INCLUDE A COPY OF A VALID FOOD SERVICE MANAGER CERTIFICATION, IF APPLICABLE.**

SECTION II FOOD VENDOR INFORMATION

Applicant Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____
Fax: _____ E-mail: _____
Food Establishment Name: _____
Food Establishment Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____

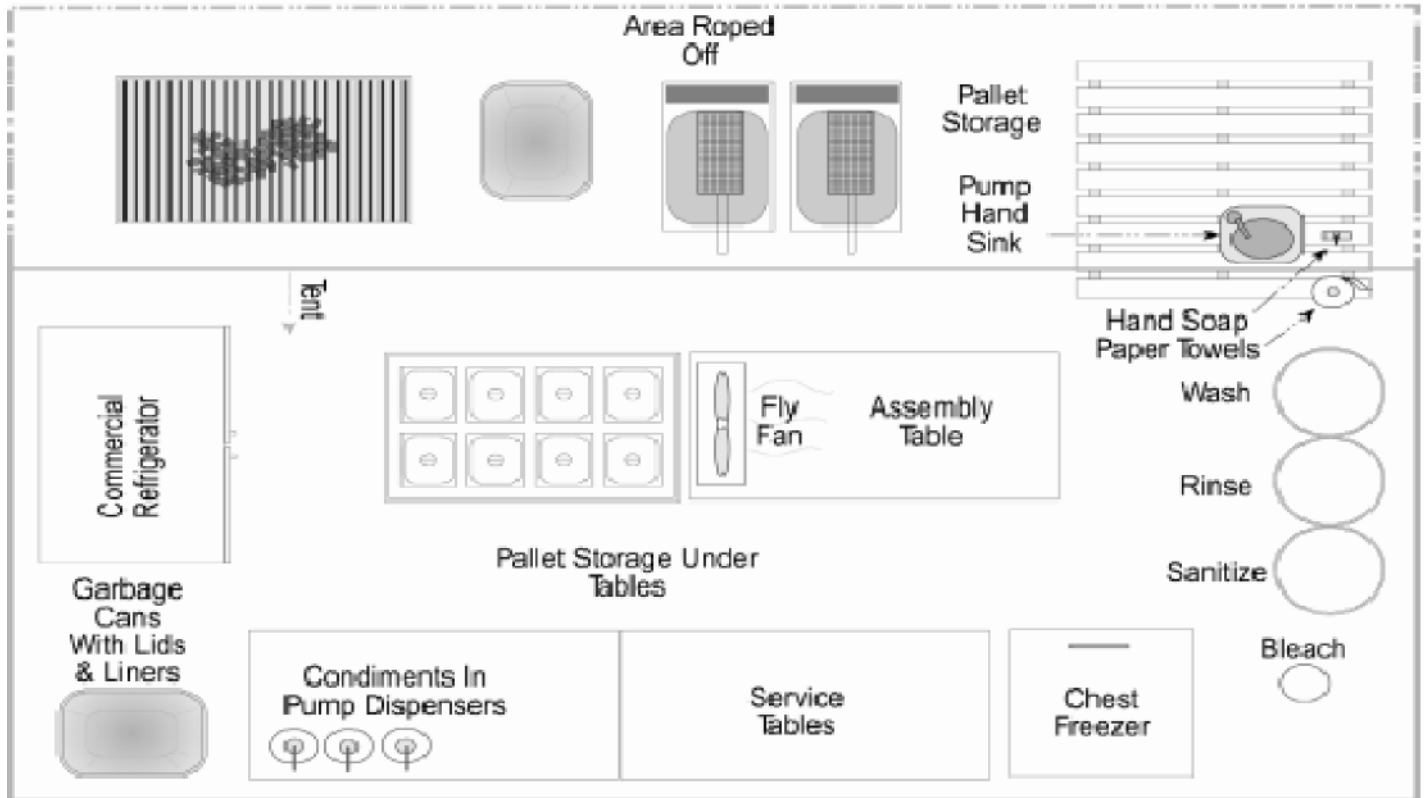
SECTION IV

BOOTH LAYOUT

BOOTH LAYOUT INFORMATION:

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders, fire extinguishers, and insect fans.

SAMPLE



↓ PROVIDE DRAWING OF BOOTH LAYOUT BELOW ↓

RETURN PAGES 1, 2 & 3 OF PERMIT APPLICATION TO THE VILLAGE