

Food Safety at Temporary Events



Church suppers, street fairs, civic celebrations and other similar events call for food service vendors to be set up out-of-doors or in locations where keeping foods safe and sanitary becomes a real challenge. Following these guidelines will help reduce the risk of foodborne illness.

APPLICATIONS & PERMITS – A temporary health permit shall be prominently posted for each food/drink vendor. There is a limit of three temporary permits per calendar year.

For an event with four or less food/drink vendors, each vendor shall complete a temporary health permit application and submit it with the appropriate fee *at least two (2) weeks before the event*. For an event with five or more vendors, please contact this department at least four weeks before the event.

The temporary permit application should be completed by the lead person responsible for the food preparation and service at your booth, trailer, etc. This person will be the person in charge (PIC)

PERSON IN CHARGE (PIC) FOOD SAFETY TRAINING – The PIC must provide proof of food safety training before a temporary health permit can be issued. Acceptable proof includes the PIC's Certified Food Protection Manager certificate or Food Handler certificate. A certificate can also be obtained by taking Temporary Food Vendor Training using a computer at our office. See the following web page for training information: <https://c-uphd.org/food-worker-training.html>

FEES – The following fees apply to events within Champaign or Urbana city limits. (If your event is not within Champaign or Urbana city limits, please use the Champaign County form instead).
Note: The Champaign County Fairgrounds in Urbana are located outside of Urbana city limits).

Checks or money orders should be made payable to the Champaign-Urbana Public Health District and should accompany the application when submitted. Fees are non-refundable.

CHAMPAIGN – If your event is within Champaign city limits, the following fees apply:

1-day event: \$50.00

2-14 *consecutive* days: \$75.00

Late fee: \$25.00 (if submitted to CUPHD less than three [3] full business days prior to the event)

URBANA – If your event is within Urbana city limits, the following fees apply:

1-day event: \$50.00

2-14 *consecutive* days: \$75.00

Late fee: \$25.00 (if submitted to CUPHD less than three [3] full business days prior to the event)

UNIVERSITY OF ILLINOIS

If your event is on University of Illinois property, you must contact the University of Illinois. We do not issue permits for events on University of Illinois property.

FEE WAIVERS – If your organization is Illinois sales tax exempt (i.e. no sales tax is paid when making purchases for the organization), the health permit fee will be waived if documentation is submitted.

NOTE: You must provide proof by submitting your organization's Illinois Department of Revenue sales tax exemption letter along with the temporary health permit application each time an application is submitted. Other types of tax exemptions (501C-3, etc.) are not acceptable documents for fee waiver.

There are also fee waivers for school-related fundraising for student programs, youth groups fundraising for their programs, or fundraising for the purpose of paying otherwise unpaid medical expenses. Please contact our office for more information.

Late fees cannot be waived.

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CITY CONTACTS – Depending on where your event will take place, contact the City of Champaign (217/403-8940) or the City of Urbana (217/384-2346) so they can determine whether a special event permit, itinerant merchant’s license, liquor license, etc. is needed.

PRE-OPENING INSPECTION – Food/drink vendors may be required to have a pre-opening inspection *prior* to any food/drink handling.

MENU – Keep your menu simple, and keep potentially hazardous foods (meats, cut-up melons, etc.) to a minimum. Complex food preparations (cooling, pulling pork, etc.) may not be approved. *Home preparation of foods is not allowed.*

BOOTH – All food preparation must be done in an approved booth/kitchen with approved equipment. Design your booth with safety in mind. At a minimum, the booth shall have overhead covering, ideally be entirely enclosed except for the serving window, with only one door or flap for entry. Only food workers may be permitted inside the food preparation area. Equipment must be separated (roped off) from the public.

TRANSPORTATION – If foods are to be transported from one location to another, keep them covered and provide adequate temperature controls. Use refrigerated trucks to keep cold foods cold (below 41°F), and insulated containers to keep hot foods hot (above 135°F).

STORAGE – All food, equipment and single-use items must be stored off the ground.

ICE – Ice used to cool cans and bottles cannot be used in beverages and is to be stored separately. Dispense ice from a bag with a scoop, never with hands or a glass container. Ice shall be made from a potable water source.

REFRIGERATION – Mechanical refrigeration is requested. An effectively insulated, hard-sided, cleanable cooler with ice from an approved potable water source may be used. Thermometers must be in each cold holding unit.

COOKING – See the minimum cooking temperatures chart.

HOT HOLDING – Electrical equipment is requested. Propane stoves, grills or canned heat may be used and should be available for backup. An accurate, sanitized metal-stem thermometer must be available and used to check internal food temperatures. The thermometer must be able to measure from 0° to 220°F.

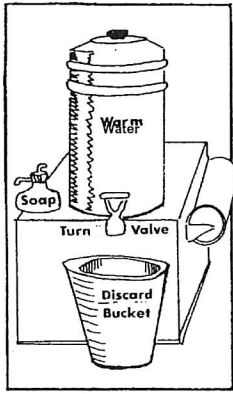
FOOD DISPLAY AND DISPENSING – Keep foods covered to protect them from insects, dust, etc. Keep foods away from customer contamination by using tables or breath protectors.

NO LEFTOVERS – No food can be made ahead of time and cooled down for use at a later date/time. All cooked foods must be served the same day. Foods left at the end of the day must be discarded. Plan accordingly.

CONSUMER ADVISORY – If serving any raw or undercooked animal foods (eggs, beef, fish, lamb, pork, poultry) or shellfish, a consumer advisory is required. Undercooked items on your menu board or sign must be designated by a disclosure asterisk (*). A reminder must also be displayed. Here is a reminder example: * Consuming raw or undercooked meat, poultry, seafood, shellstock or eggs may increase your risk of foodborne illness, especially if you have certain health conditions.

Food Item (RAW)	Minimum Cooking Temperatures
Fish fillets	145°F/15 seconds
Beef steaks	145°F/15 seconds
Pork chops	145°F/15 seconds
Sausage	158°F/<1 second
Hamburgers	158°F/<1 second
Chicken/turkey	165°F/<1 second

Fully Cooked, Commercially Processed Food Items	Minimum Reheating Temperatures
Hot dogs	135°F/15 seconds
Brats	135°F/15 seconds
Canned chili	135°F/15 seconds

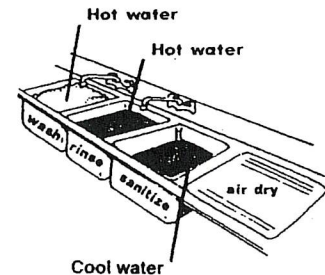


HANDWASHING – The vendor shall have warm (at least 100°F) running water, soap, individual paper towels, and a bucket to collect the dirty water. A jug of warm water with a turn spout is an acceptable method.

The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for handwashing. Hands must be properly washed prior to using gloves and anytime gloves are changed.

HEALTH AND HYGIENE – Anyone with cramps, nausea, fever, vomiting, diarrhea, jaundice, open sores or cuts on the hands, etc., must not be allowed in the food booth. Workers are to wear clean outer garments, an effective hair restraint and must not smoke, eat or drink in the booth.

DISHWASHING – Wash equipment and utensils in a four-step sanitizing process: washing in hot, soapy water; rinsing in clean water; chemical sanitizing; and air-drying. These facilities may not be required if you are returning to your permitted kitchen or using disposables.



WIPING CLOTHS – Rinse and store your wiping cloths in a bucket of sanitizer. Use the appropriate sanitizer test strips.

WATER SUPPLY – Obtain your water from a potable source. Your connections and hoses shall be constructed, located and maintained to avoid contamination. Food grade hoses must be used for drinking water. Garden hoses are not allowed.

REFUSE – Two refuse containers should be available – one for your garbage and another for your customers' garbage.

LIQUID WASTE – This waste cannot be dumped into streets, storm drains or onto the ground. Use containers to collect liquid waste and discard in a sanitary manner.



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