



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

## SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION

PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

**FEE: \$ 75.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.**

*Please type or print clearly. Application will be returned if not completed in its entirety.*

### EVENT INFORMATION:

Name of Event

Address of Event

Date(s) of Event

Hours of Event

Name of Event Sponsor

Event Coordinator

Phone Number

### VENDOR INFORMATION:

Name of Food Vendor

Contact

Phone Number

Department of Business Affairs & Consumer Protection BUSINESS ACCOUNT NUMBER (6 digits)

*If you do not know your account number please phone (312) 74-GOBIZ.*

*If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number, you will need to complete the City of Chicago Business Information Sheets on pages 26 & 27 of this packet or visit [www.cityofchicago.org/businessaffairs](http://www.cityofchicago.org/businessaffairs).*

Address of Food Vendor

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

Each event requires a Certified person at each booth at all times food is handled.

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

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

List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of equipment (where food is to be actually prepared and equipment is sanitized and stored). Food or equipment may not be stored in the home (**Attached signed Affidavit**)

Describe the method of transporting food and the temperature it will be held at the event site (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining temperatures of 40° F or below, hot foods 140° F or above)

Describe the method of storage at the event site (i.e. commercial electrical refrigerated cold storage units, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. A permit will not be issued without commercial refrigeration if there is potentially hazardous/time temperature for safety food on the menu.

Describe hand washing facilities at the food vending booth. Portable once piece self-contained hand sinks are required. A permit will not be issued without hand washing facilities.

**INSTRUCTIONS:** PLEASE TYPE OR PRINT CLEARLY. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before the event.

**NEW>> A copy of the following must be attached to each application: (1) Site Plan, showing the layout of your booth, (2) Summer Festival Food Vendor sanitation certificates(s), (3) signed affidavit, if you received permission to use a licensed kitchen and a copy of the current health inspection must be attached to each application.**

---

**SPECIAL EVENTS MENU APPROVAL REQUEST**

---

Must be filled out (Provide detailed information for each question). Requirements may be imposed to protect the public's health or to prohibit the sale of some or all potentially hazardous foods such as raw foods, sushi or oysters. When no health hazard exists, some requirements may be waived.

**List the proposed foods and ingredients to be served at the event.** You may list up to 4 items on one sheet (use back of sheet if necessary)

---

Food Item 1

---

Food Item 2

---

Food Item 3

---

Food Item 4

---

**List source where items will be purchased** (Name, Address, Phone Number . . . retain all receipts for inspection)

---

Food Item 1

---

Food Item 2

---

Food Item 3

---

Food Item 4

---

**List any equipment that may be used at the event in the preparation of food or beverages** (i.e. mixers, blenders, etc. include drawings & specifications)

---

Food Item 1

---

Food Item 2

---

Food Item 3

---

Food Item 4

---

**Describe the method of cooking at the event:** (ie, fry, bake, etc.)

---

Food Item 1

---

Food Item 2

---

Food Item 3

---

Food Item 4

---

**> ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL BE DENIED <**



**CHICAGO DEPARTMENT OF Business Affairs and Consumer Protection**  
**SPECIAL EVENT PERMIT APPLICATION**

**SPECIAL EVENT FOOD TRUCK SINGLE EVENT LICENSE APPLICATION**

*PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

**FEE: \$ 75.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.**

*Please type or print clearly. Application will be returned if not completed in its entirety.*

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

Address of Event \_\_\_\_\_

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

Hours of Event \_\_\_\_\_

Name of Sponsoring Event/Coordinator \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Mobile Food Vendor \_\_\_\_\_

Contact \_\_\_\_\_

Department of Business Affairs & Consumer Protection Account Number \_\_\_\_\_

Phone Number \_\_\_\_\_

*If you do not know your account number, please phone (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account*

Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Mobile Food License # \_\_\_\_\_

License Expiration Date \_\_\_\_\_

I acknowledge that I am only preparing/dispensing food directly from a City of Chicago licensed Mobile Food vehicle (no outside booth/tent) in compliance with all license requirements  NO  YES

I acknowledge that I am only selling items from our City of Chicago Department of Health pre-approved menu?  NO  YES

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

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