

**CHICAGO DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION**

**180 DAY SPECIAL EVENT FOOD BOOTH LICENSE APPLICATION**

Account #

Doing Business As Name:

Restaurant/Commissary Location:

Contact Person:

Contact Person Phone #:

Contact Person Email Address:

What is the date of the 1<sup>st</sup> event in which you will be participating?

Will you be selling from a Food Booth, Food Truck or both?

**Mark "ok" in the boxes to acknowledge the following requirements and conditions of the 180 Day Special Event Food License.**

I acknowledge that the applicant, or any person who holds 25 percent or more percentage interest in this business license application, is not delinquent on any court ordered child support arrearage, or has failed to comply with a child support withholding notice.

I certify that neither the applicant, nor any person owning, directly or indirectly, 25 percent or more of any interest in the applicant, is currently identified as a building code scofflaw or problem landlord pursuant to Section 2-92-416 of the Municipal Code of Chicago.

I understand that a "Special Event Food" license is only valid for the dates listed on the license certificate. The "Special Event Food" license is not renewable and expires at the end of the designated term.

I understand that any change to the approved menu, licensed kitchen, storage & transportation methods must be re-evaluated and approved by the department of Health even if the "Special Event Food" license is current and valid.

I understand that a health consultation is required for each new "Special Event Food" license application.

<p><b>I understand that all account "Holds" must be resolved before a "Special Event Food" license will be issued.</b></p>	
<p><b>I understand that the "Special Event Food" license is only valid within the designated boundaries of outdoor special events that have been approved by the City of Chicago Department of Cultural Affairs &amp; Special Events.</b></p>	
<p><b>I acknowledge that I must adhere to the Recordkeeping Requirements as outlined under MCC 4-8-040 (f) (5).</b></p>	
<p><b>I understand that the holder of a current Summer Festival Food Sanitation Certificate must be present in each booth at all times that food is being handled.</b></p>	
<p><b>I understand that portable hand sinks are required at all special events.</b></p>	

**SIGNATURE REQUIREMENTS**

To the best of my knowledge, the business identified in this application is subject to only those licenses, permits, and taxes noted on this application. I understand that upon any change to the business activity, I am obligated to notify the Chicago Department of Business Affairs and Consumer Protection by filing a new application.

I certify that any structural, plumbing, ventilation or electrical changes made to the premises identified in this application, were done pursuant to a valid building permit.

I understand that per Section 4-4-175 of the Chicago Municipal Code, all license holders, other than city liquor license holders, shall notify the Department of Business Affairs and Consumer Protection within 60 days of the effective date of any change that occurs in the officers, substantial owners, members or any other individual required to be identified in the initial license application, by filing the appropriate application. Per Section 4-60-060, liquor license holders shall notify the Department of Business Affairs and Consumer Protection within 30 days of the effective date of any such change.

I understand that per Section 4-4-60 of the Chicago Municipal Code, no license, other than liquor, public place of amusement or performing arts venue, shall be approved and the license application fee shall be forfeited if the application review process is not completed within 90 days after the license application is filed, except where the delay in completing the process has been occasioned by the city. A new application and filing fee must be submitted to the Department of Business Affairs and Consumer Protection after the expiration of the 90-day period.

I understand that per Section 1-21-010, any person who knowingly makes a false statement of material fact to the City in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the City for a civil penalty of not less than \$500.00 and not more than \$1,000.00 plus up to three times the amount of damages which the City sustains because of the person's litigation and collection costs and attorney's fees.

I understand that until a license application is filed and approved and a business license certificate is issued, I may not operate the business. I understand that this license application will not be considered filed until all application requirements have been met and all required fees have been paid. I understand that operating a business without a license may subject the license applicant to penalties provided in Chapter 4-4, 4-60 and 4-156 of the Chicago Municipal Code including the imposition of a fine up to \$10, 000 and closure of the premises.

**LICENSE REFUND POLICY**

I understand that the Department of Business Affairs and Consumer Protection will issue a rebate or refund of a license fee, in total or in part, only under one of the following conditions:

1. The license fee was collected through an error.
2. The licensee has been prevented from enjoying the license privilege due to induction into the armed services of the United States and has been, stationed beyond the city.
3. The licensed business is forced to close before the expiration of the license period by reason of the taking over of the licensed premises by the United States Government.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title (Signee must be an Owner/Officer) \_\_\_\_\_

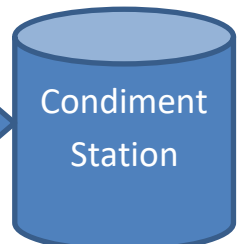
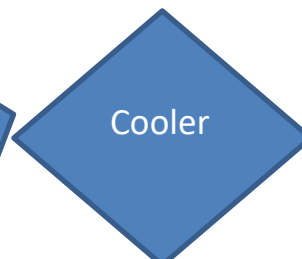
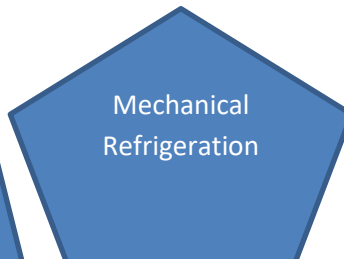
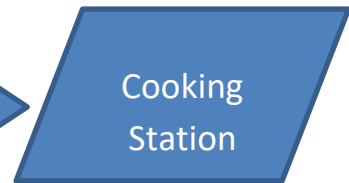
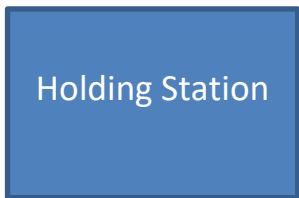
<p>The person who assisted in the preparation of this document must complete the section below:</p>				
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Preparer's Name	Preparer's Signature	Date	Preparer's Address (Street, City, Zip Code)	Phone #

# Special Event Food Booth Layout

Show "Receiving" Location & Place or hand draw in the shapes for the Equipment in the proper locations.

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

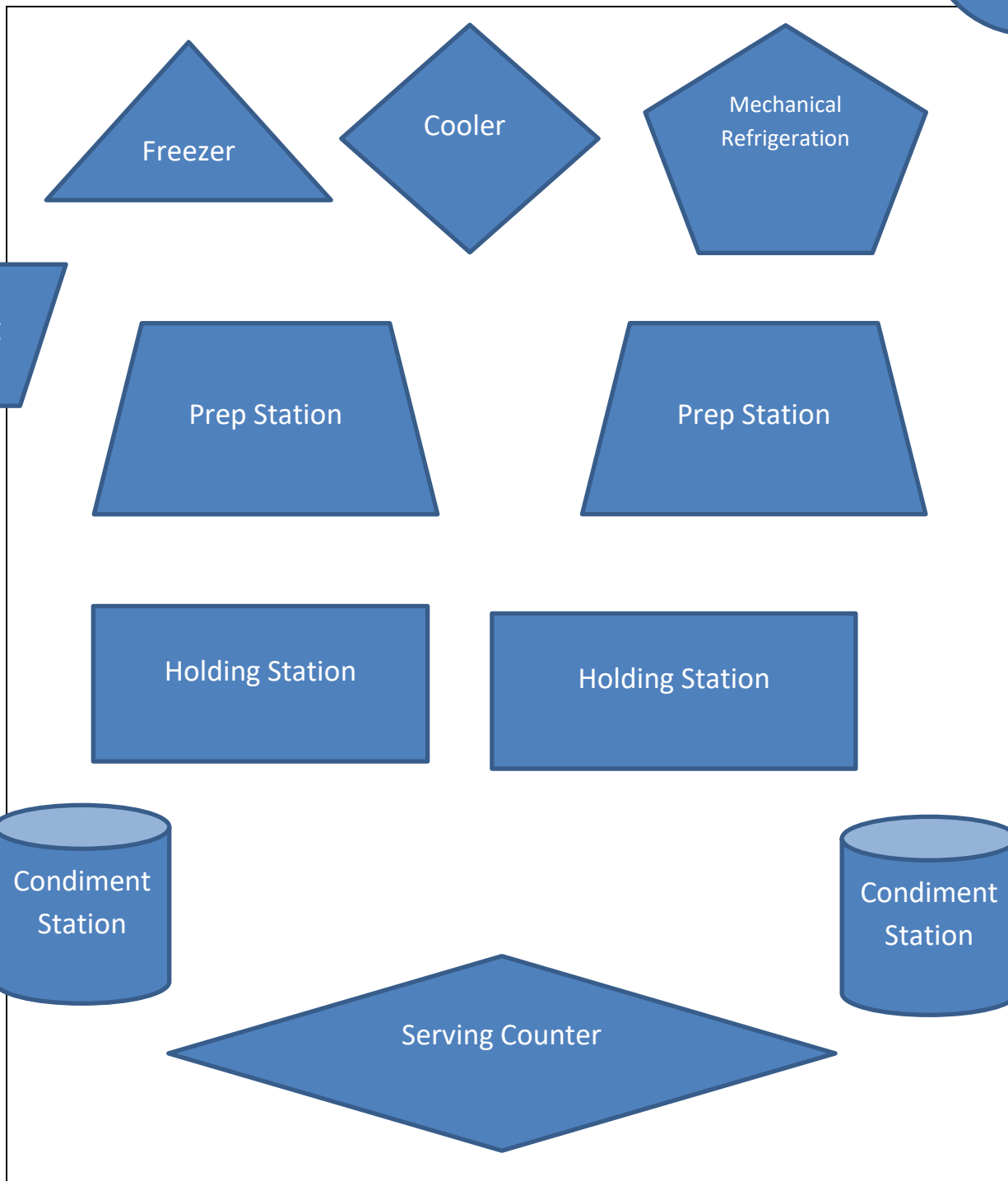
Restaurant Name: \_\_\_\_\_



# Sample Layout

Restaurant Name: \_\_\_\_\_

Receiving



**CHICAGO DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER  
PROTECTION & CHICAGO DEPARTMENT OF PUBLIC HEALTH**

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**SPECIAL EVENT FOOD LICENSE MENU & PROCESSING INFORMATION**

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

**Vendor Information:**

Doing Business as Name \_\_\_\_\_

Dept. of Business Affairs & Consumer Protection Acct # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**Location, Storage & Transport Information:**

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List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of the equipment (where food is to be actually prepared and equipment is sanitized and storage) FOOD OR EQUIPMENT MAY NOT BE STORED IN THE HOME (attach signed affidavit from the 3<sup>rd</sup> Party location if the licensed kitchen is not self-operated)

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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 40F or below or 140F or above)

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Describe the method of storage on site (i.e. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40F or below or 140F or above) Hot foods must be maintained at a temperature of 140F or above. LIST THE TEMPERATURES FOOD ITEMS WILL BE COOKED TO.

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**Note: All vendors must have a passing inspection dated not more than six months prior to applying. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months prior to applying. A copy of your current health inspection must be included with this form. Also a copy of a current Summer Festival Food Vendor Sanitation Certificate must be included with this form.**

**Menu Items:**

Please 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 10 items on one sheet (use back of sheet if necessary)

Food Item 1 \_\_\_\_\_

Food Item 2 \_\_\_\_\_

Food Item 3 \_\_\_\_\_

Food Item 4 \_\_\_\_\_

Food Item 5 \_\_\_\_\_

Food Item 6 \_\_\_\_\_

Food Item 7 \_\_\_\_\_

Food Item 8 \_\_\_\_\_

Food Item 9 \_\_\_\_\_

Food Item 10 \_\_\_\_\_

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 \_\_\_\_\_
- Food Item 5 \_\_\_\_\_
- Food Item 6 \_\_\_\_\_
- Food Item 7 \_\_\_\_\_
- Food Item 8 \_\_\_\_\_
- Food Item 9 \_\_\_\_\_
- Food Item 10 \_\_\_\_\_

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 \_\_\_\_\_
- Food Item 5 \_\_\_\_\_
- Food Item 6 \_\_\_\_\_
- Food Item 7 \_\_\_\_\_
- Food Item 8 \_\_\_\_\_
- Food Item 9 \_\_\_\_\_
- Food Item 10 \_\_\_\_\_

**Describe the method of cooking at the event:** Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed foods - 165° F, Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F, whole cut meats and fish, eggs 145° F. List the temperatures food items will be cooked to.

- Food Item 1 \_\_\_\_\_
- Food Item 2 \_\_\_\_\_
- Food Item 3 \_\_\_\_\_
- Food Item 4 \_\_\_\_\_
- Food Item 5 \_\_\_\_\_
- Food Item 6 \_\_\_\_\_
- Food Item 7 \_\_\_\_\_
- Food Item 8 \_\_\_\_\_
- Food Item 9 \_\_\_\_\_
- Food Item 10 \_\_\_\_\_

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