



# SPECIAL EVENT PERMIT APPLICATION

## SPECIAL EVENT - 180 DAY - FOOD BOOTH LICENSE APPLICATION

FEE: \$250.00 PER VENDOR. (Once the application has been processed you will be sent a link to pay for the license on-line).

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

Legal Name: \_\_\_\_\_

Name Doing Business As \_\_\_\_\_ Contact Person \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Illinois Department of Revenue (IDOR) # (up to 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 #, you will need to complete business information Sheet form.

Summer Food Festival Sanitation Certificate # \_\_\_\_\_ **(Mandatory: attach a copy of certificate to this application)**

**If you have not qualified for a Summer Food Sanitation Certificate #, click here for a list of Summer Sanitation Class locations and dates:** [www.chicago.gov/city/en/depts/cdph/provdrs/food\\_safety/svcs/enroll\\_in\\_a\\_foodsanitationcertificationcourse.html](http://www.chicago.gov/city/en/depts/cdph/provdrs/food_safety/svcs/enroll_in_a_foodsanitationcertificationcourse.html)

|   |
|---|
| What is the date of the 1 <sup>st</sup> event in which you will be participating? _____   |
| What is the name of the event? _____  |
| Are you using your own restaurant/commissary for the initial food preparation, storage, and cleaning and sanitizing of the food related equipment?    YES    or    NO |

**Mark "OK" in the boxes to acknowledge the following requirements 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.   |  |

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| I understand that a health consultation is required for each new "Special Event Food" license application.  |  |
| I understand that all account "Holds" must be resolved before a "Special Event Food" license will be issued.  |  |
| 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 & Special Events. |  |
| I acknowledge that I must adhere to the Recordkeeping Requirements as outlined under MCC4-8-040(f)(5).  |  |
| 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.                   |  |
| I understand that a portable, one-piece, self-contained hand sink is required at the special event booth.   |  |
| I understand that <b>mechanical</b> refrigeration is required on-site if perishable food will be cold held at the event.  |  |

Date of most recently passed 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).

**Shared Kitchen Users must have their own inspection and submit a copy of that report. If the restaurant / commissary is located outside of the City of Chicago, a copy of the most recent health inspection report and health permit/license must be submitted with application). The inspection must be dated within 90 days prior to the application.**

-----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) \_\_\_\_\_

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

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 NOR EQUIPMENT MAY BE STORED IN THE HOME. Also, If the 3rd Party location is in Chicago, it must be a licensed shared kitchen or have a supplemental shared kitchen license. If the 3rd Party location is outside Chicago, a labeled plan with equipment list will be required. Additional documentation may be requested.

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 where you purchase all your ingredients used to make food at the event. Provide the FULL name(s) and COMPLETE addresses of the food supplier(s) used for the event (*wholesalers, distributors, etc.*). Retain all receipts for inspection.

Are condiments provided for customer self-service?      No      Yes      If yes, list them below and how they are dispensed.

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

**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 in 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: \_\_\_\_\_

