



# CITY OF PALOS HEIGHTS

## Special Event Permit Application Instructions

Thank you for your interest in holding a special event in the City of Palos Heights. This packet contains the information needed to apply for a special event permit, as well as any other required permits related to your event. The first 2 pages of this packet are to be kept by the event coordinator as a reference and include a checklist designed to help you determine which permits are required for your event and city contact information. Coordinators of any/all events, which are not administered directly by the City, are required to fill out the Special Event Permit application form and submit it with the required document to the Palos Heights Administration Office at least **90 days prior** to the event. It is strongly recommended that you meet with City staff to discuss your event and review the application process.

### Definition of a Special Event

The City of Palos Heights defines a special event as follows and **MUST** be approved by City Council:

1. All outdoor events held on city property, i.e. street, sidewalk, parks, etc., and/or deemed to significantly impact the city or the nearby residential areas are considered special events.
2. An event that requests any of the following actions:
  - a. Events that require street closures (with the exception of block parties which require a different permit)
  - b. Events that require the closure of parking facilities and/or the use of city-owned property
  - c. Events that require the posting of "No Parking/Tow Zones"
  - d. Events that require use of other city resources or staffing beyond normal daily service levels.

### Requirements and Conditions

1. **Alcoholic Beverages.** A Special Event Liquor License from the City of Palos Heights and the State of Illinois is required for the sale of any alcoholic beverages. All Special Event Liquor Licenses must be approved by the Mayor/Liquor Commissioner, A copy of the license must be attached to the state license application which can be downloaded at [www.state.il.us/lcc](http://www.state.il.us/lcc).
2. **Certificate of Insurance.** A Certificate of Insurance naming the City of Palos Heights as an additional insured in the general aggregate amount of \$1,000,000 is required for events. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of the event registration, an **original** of the certificate of insurance will be due 45 days prior to the event. The City of Palos Heights reserves the right to request additional insurance for the event as deemed necessary by city staff and/or City Council.
3. **Compliance with City Ordinances.** The application shall comply with all applicable city ordinances, codes, conditions, and requirements.
4. **Compensation of City Staffing.** Depending on the attendance and type of event, the City may require personnel, including Police and/or Public Works at the event. All city personnel involved during the day(s) event **AND** in the preparation and/or tear down and clean-up of the event will be charged back to the sponsoring agency. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce public liability exposure to the sponsoring agency as well as the City. A deposit of 50% of the estimated bill is required when permit is approved. The balance will be billed to the sponsoring agency within sixty (60) days after the completion of the event.
5. **Fireworks.** Depending on the location of the event, either the Palos Heights Fire Protection District or the Palos Fire Protection District must be contacted to secure a permit for the use of fireworks during a special event.
6. **Food and Beverage Health Inspections.** Food and beverages shall not be sold at an event unless approved by the Cook County Department of Public Health. Inspections must be scheduled through the Building Department by calling 361-1804.
7. **Hold Harmless Agreement.** The event organizer must sign a Hold Harmless Agreement agreeing to indemnify the City of Palos Heights against any and all actions arising from, during, or as a result of the event.
8. **Resident and/or Business Notification.** For those events that require street closures or may cause disruption for City of Palos Heights residences or businesses, it is the responsibility of the event organizer to notify the affected parties by mail or hand delivery at least two weeks prior to the event. The City of Palos Heights shall determine which parties are to be notified and the Palos Heights Administration Office will provide the event organizer with a mailing list for the affected area.
9. **Volunteers.** Certain events may need to provide a minimum number of onsite volunteers to support the event. In these instances, city staff will work with the event organizer to determine the number of volunteers required.
10. **Rain Dates.** No rain dates are allowed. If an event is cancelled due to inclement weather, permit fees or deposits will not be refunded and any payments due for actual costs incurred by the city will not be waived.

11. **Concealed Carry Gun Law.** In accordance with Public Act 98-0063, enacted July 9, 2013, when the City issues a permit for “any public gathering or special event conducted on property open to the public”, we must require the sponsoring organization (permitter) to prohibit firearm possession and to post the required signs. This “public gathering” prohibition does not apply to persons who must walk through the gathering in order to access his or her residence, place of business, or vehicle. Information and sign requirements can be found at <https://ccl4illinois.com/ccw/Public/Signage.aspx>

The City of Palos Heights is not responsible for any accidents or damages to persons or property resulting from a special event. The event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all of the above conditions, ordinances, codes, and county, state or federal regulations which may apply to the event.

**Submitting the Special Event Permit Application and Fee.** Permit applications are due to the City of Palos Heights' Administration Office a minimum of 90 days prior to the event. This allows city staff sufficient time to route the application to the proper departments to evaluate your request and provide a recommendation to the City Council for approval if required. **Organizations which are not based in the City of Palos Heights are required to submit a non-refundable application fee of \$100.00.** Upon approval and completion of your required permit(s), you will be notified by the city to arrange pick-up or mailing of your permit(s).

Please submit your special event permit application and all required documents to:

Administration Office  
City of Palos Heights  
Attn: Jan Tomaszewski  
7607 W. College Drive  
Palos Heights, IL 60463  
Phone: 708-361-1800  
Email:  
[jtomaszewski@palosheights.org](mailto:jtomaszewski@palosheights.org)

**Permit Fees:** Permit fees and deposits will be calculated by city staff and payable upon pick-up of your event permit(s), or you can arrange to pay by mail. Checks should be made payable to the City of Palos Heights. Please note the name of your event on the check.

**Applicable Fees:** Special Event Permit  
Health Inspections  
Tent Permit  
Sign Permit  
Deposit if required

### **Application Check List**

Use this list to ensure you have included the required supporting documentation with your special event permit application. **Activities not included/listed on the application will NOT be allowed.**

Documents that **MUST** be submitted:

- Special Event Permit Application filled out in its entirety.
- Site Plan and/or City Approved Route Map
- Hold Harmless Agreement
- Upon approval of permit, an original copy of the Certificate of Insurance listing the City of Palos Heights as an additional insured in the amount required by the city.

Documents that **MAY** be required to submit:

- Special Event Liquor License
- Raffle License
- Tent Permit
- Sign Permit
- Food Vendor Permit



# CITY OF PALOS HEIGHTS

## Special Event Permit Application

**THIS FORM MUST BE COMPLETED & SUBMITTED 90 DAYS PRIOR TO THE EVENT**

### GENERAL EVENT INFORMATION

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

Type of Event: \_\_\_\_\_Parade      \_\_\_\_\_Walk/Run      \_\_\_\_\_Festival      \_\_\_\_\_Other

Location of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ to \_\_\_\_\_ Est. Attendance \_\_\_\_\_

Event website: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_ Not-for-Profit:  Yes  No

Contact person from sponsoring organization: \_\_\_\_\_

Organizer address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is this an annual event:  Yes  No

If this is an annual event, please note any problems and/or incidents that have occurred in past years and explain how problem has been solved: \_\_\_\_\_

### **ACTIVITIES OR ATTRACTIONS NOT LISTED ON THIS APPLICATION WILL NOT BE ALLOWED**

Will your event require the use of tents?  Yes  No  
*If yes, you must submit a Tent Permit Application included in this packet.*

Will there be amusement rides, inflatable devices, or other attractions/activities at the event?  Yes  No  
*If yes, you must contact the Building Department at 708-361-1806 to inquire about inspection requirements.*

Will you be serving alcohol at the event?  Yes  No  
*If yes, you must submit a letter to the Mayor/Liquor Commissioner requesting to sell alcohol at the event..*

Will you be holding a raffle at your event?  Yes  No  
*If yes, you must submit a Raffle License Application*

Are you planning to put up signs to promote your event?  Yes  No  
*If yes, you must submit a Temporary Sign Permit Application included in this packet.*

Will you be serving food at your event?  Yes  No If yes, the number of vendors: \_\_\_\_\_  
*Note: a list of food vendors must be turned into the Building Department 30 days prior to your event. All food vendors are required to meet the standards put forth by the Cook County Department of Public Health.*

Does your event require use of city sidewalks?  Yes  No

Are you requesting the use of any other city-owned property, i.e. parking lots, etc.?  Yes  No

*If yes, please indicate the property that you are requesting to use:*

Are you requesting street closings?  Yes  No

*If yes, please fill in the following information **or** submit a city approved route map with this application.*

STREET	FROM	TO	DATES	TIMES

**SITE PLAN**

If applicable, please use the space below to illustrate the layout for your event or attach a site plan to the application. The site plan must include the following:

- \_\_\_\_\_ Location of food vendors (FV)
- \_\_\_\_\_ Location of beverage vendors (BV)
- \_\_\_\_\_ Location of toilets/port-a-potty (T)
- \_\_\_\_\_ Location of hand washing sinks (HWS)
- \_\_\_\_\_ Location of retail merchants (RM)
- \_\_\_\_\_ Location and number of barricades (B)
- \_\_\_\_\_ Location of amusement rides/activities (A)
- \_\_\_\_\_ Location of fire lane (FL)
- \_\_\_\_\_ Location of fire extinguishers (FE)
- \_\_\_\_\_ Location of First Aid (FA)
- \_\_\_\_\_ Location of garbage receptacles (G)
- \_\_\_\_\_ Location of sound stages/amplifiers (S)
- \_\_\_\_\_ Location of residential streets surrounding event

**HOLD HARMLESS RELEASE**

The applicant agrees that it will indemnify, hold harmless and defend the City of Palos Heights, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

**I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the City of Palos Heights of any changes in the application at least 45 days prior to the event. I agree to the terms and conditions listed above**

\_\_\_\_\_  
Signature of Organizer

\_\_\_\_\_  
Date

Signed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Notary Stamp)

**All applications must be signed and notarized.**

After submitting all forms, your application will be reviewed by the City of Palos Heights. All departments that will be involved in providing services or permits for the event will be notified. The City will notify you if/when the event has been approved.

**Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The City of Palos Heights reserves the right to cancel any event at any time for reasons deemed necessary.

Mail, Email, or Hand Deliver Completed Applications to:

City of Palos Heights  
Administration Office  
Attn: Jan Tomaszewski  
7607 W. College Drive  
Palos Heights, IL 60463  
Phone: 708-361-1800

Email: [jtomaszewski@palosheights.org](mailto:jtomaszewski@palosheights.org)

**Office Use Only**

Date Received \_\_\_\_\_ Date Approved/Denied \_\_\_\_\_ Date Applicant Notified \_\_\_\_\_

**Routing:**

\_\_\_\_ Police Department    \_\_\_\_ Public Works Department    \_\_\_\_ Building Department    Other: \_\_\_\_\_

\_\_\_\_ License, Permits & Franchise Committee                      Meeting Date: \_\_\_\_\_

\_\_\_\_ City Council of Palos Heights                                      Meeting Date: \_\_\_\_\_

**APPLICATION FOR  
TEMPORARY SIGN PERMIT FOR SPECIAL EVENTS**



7607 W College Drive  
Ph: (708) 361-1804 Fax: (708) 923-7112  
[building@palosheights.org](mailto:building@palosheights.org)

APPLICANTS: COMPLETE ALL ITEMS AND SUBMIT WITH ALL SUPPORT DOCUMENTATIONS							
<b>Event Info</b>	Organization _____ Address _____ Name of Event _____ Date of Event _____						
<b>Event Coordinator</b>	<table style="width:100%; border: none;"> <tr> <td style="width: 70%; border: none;">Name _____</td> <td style="width: 30%; border: none;">Phone: _____</td> </tr> <tr> <td style="border: none;">Address _____</td> <td style="border: none;">Cell: _____</td> </tr> <tr> <td style="border: none;">Email _____</td> <td style="border: none;"></td> </tr> </table>	Name _____	Phone: _____	Address _____	Cell: _____	Email _____	
Name _____	Phone: _____						
Address _____	Cell: _____						
Email _____							
<b>Location of Sign(s)</b>	<table style="width:100%; border: none;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: right;"><b>Total # of Sign(s)</b></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">_____</td> </tr> </table>		<b>Total # of Sign(s)</b>		_____		
	<b>Total # of Sign(s)</b>						
	_____						
<p>Informational signs for public, charitable or religious events: Temporary signs announcing any public, charitable, educational or religious events located entirely within the premises of that institution and located no less than 10ft. from the property line up to a sign area of 40 sq.ft. Such signs shall be allowed no more than 21 days prior to the event and must be removed within 7 days after the event. If building mounted, the top shall be no more than 10 feet above ground level.</p>							
<p>For not for profit events the permit fee is waived, <u>however a cash deposit of \$250, for up to five signs,</u> must be posted with the city to ensure the removal of all signs after the event and <u>a cash deposit of \$500 for signs over five signs up to ten signs.</u> Requests for more than ten signs must be reviewed and approved by the city's License Permits and Franchise Committee prior to installation.</p>							
<p><b>**BUILDING DEPARTMENT USE ONLY**</b></p> <p>Building Permit # _____</p> <p>Approved By _____</p>	<p>I hereby declare that the above information is correct, and I do agree, in consideration of and upon issuance of a building permit, to perform only such work as described herein. I further declare that I am the owner, his contractor or authorized agent and have permission from the owner to apply for this permit. I/WE AGREE TO CONFORM TO ALL APPLICABLE LAWS, ORDINANCES AND CODES OF THIS JURISDICTION.</p> <p>_____ Print Name</p> <p>_____ Signature of Applicant</p> <p>_____ Date</p>						

# APPLICATION FOR TEMPORARY TENT PERMIT FOR SPECIAL EVENTS



7607 W College Drive  
Ph: (708) 361-1804 Fax: (708) 923-7112  
[building@palosheights.org](mailto:building@palosheights.org)

**APPLICANTS: COMPLETE ALL ITEMS AND SUBMIT WITH ALL SUPPORT DOCUMENTATIONS**

<b>Event Info</b>	Organization _____ Address _____ Name of Event _____ Date(s) of Event _____	
<b>Event Coordinator</b>	Name _____ Address _____ Email _____	Phone: _____  Cell: _____
	<b>Location and number of Tent(s)</b> All tent permit applications should include a site plan indicating location and number of tent(s) with information delineating the means of egress & the occupant load.	
An affidavit from the tent rental company attesting to the following shall be submitted: A. Name & address of the owners of the tent B. Date the fabric was last treated with flame resistant solution C. Name of chemical used in treatment D. Name of entity treating material E. Name of agency & test standard by which fabric was tested		Please indicate the date the tent(s) will be erected. The building department will schedule a tent inspection prior to the event. Please notify the building dept if the date changes.  Date: _____  Tent(s) must be removed the day after the event. _____
<b>Code Requirements:</b> A. Approved non-combustible material B. Flame resistant material or, C. material treated in an approved manner rendering the material flam resistant Exit access travel distance shall not exceed 100ft. Installation shall comply with the National Fire Protection Associations (NFPA) Standard 102		
I hereby declare that the above information is correct and agree to conform to all applicable laws, ordinances, and codes of this jurisdiction.		
_____ Signature of Applicant		_____ Date
<b>For Building Dept Use:</b>  Approved by: _____ Date _____		

Date Received: \_\_\_\_\_

**CITY OF PALOS HEIGHTS**  
7607 w. College Drive  
Palos Heights, IL 60463

For City Use:  
License # \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Date Denied: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
(Village Clerk)  
Expires: \_\_\_\_\_  
**APPROVED APPLICATION  
SERVES AS LICENSE**

**20\_\_ APPLICATION FOR LICENSE TO SELL RAFFLE TICKETS**  
(Good for One Raffle)  
Fee: \$25.00

**Please note:** Any misrepresentation or falsification of the information sought below may result in revocation of the license granted. Applications must be submitted 30 days prior to the raffle date requested.

Name of Organization: \_\_\_\_\_

President/Presiding Officer: \_\_\_\_\_

Secretary: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Must have office in Palos Heights

Proof of Incorporation: *Please attach copy of Articles of Incorporation*

Type of Not-for-Profit (Must be in existence for a period of five (5) years and attach documentation of proof)

- Religious     Charitable     Labor     Fraternal     Educational  
 Veterans     Unit of Local Government     Non-for-Profit Fund Raising\*

*\*check this box if organized solely to raise funds for an individual or group of individuals suffering extreme financial hardship as a result of illness, disability, accident, or disaster.*

Name, address, phone of Raffle Manager

Name	Home Phone	Cell Phone
_____	_____	_____
Address		

Purpose of Raffle: \_\_\_\_\_

Address of place(s) or area(s) where chances will be sold or issued: \_\_\_\_\_

Time period which raffle chances will be sold: \_\_\_\_\_

Maximum number of raffle chances to be sold or issued: \_\_\_\_\_ Price of chances: \_\_\_\_\_

Total prize value: \_\_\_\_\_ Largest single prize: \_\_\_\_\_

Time, Date and Location where winning raffle chance will be determined:

Time	Date	Location of Raffle Drawing
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7607 W College Drive  
Ph: 708/361-1804 Fax: 708/923-7112  
[building@palosheights.org](mailto:building@palosheights.org)

**APPLICATION FOR "TEMPORARY" AND "FARMERS MARKET"**

**FOOD VENDOR PERMIT**

**ALL FOOD PERMIT APPLICATIONS MUST BE SUBMITTED DIRECTLY TO THE BUILDING DEPARTMENT.**

Name of event: \_\_\_\_\_

Location or address of event: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: (work) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (home) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (cell) \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Date(s) applicant will serve food at the event: \_\_\_\_\_

List **ALL** food items that will be served: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Provide the name(s) and address(es) of **ALL** approved food sources that are utilized: Also provide a copy of their business license, Food Handlers Certificate and last two inspection reports. \_\_\_\_\_

\_\_\_\_\_

Where will the food be prepared?  on-site  off-site

If off-site, provide the name(s) and address(es) of **ALL** the preparation facilities: \_\_\_\_\_

\_\_\_\_\_

Provide the date and time of preparation: If the food is prepared off-site, where will food be stored prior to the event and how will it be transported to the event? \_\_\_\_\_

\_\_\_\_\_

Also, how will food be maintained at safe temperatures during transportation? \_\_\_\_\_

\_\_\_\_\_

What equipment will be used to maintain food at safe temperatures during the event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby declare that I have read and do understand the "Temporary Food Service Establishments Regulations" and "Farmer's Market Regulations".

Applicants Name (print)

Applicants Signature

Date

**ALL APPLICATIONS WILL BE REVIEWED FOR COMPLIANCE BY THE  
COOK COUNTY DEPARTMENT OF PUBLIC HEALTH**

Building Department • 7607 W. College Drive Palos Heights, Illinois 60463 • P: 708-361-1804 • F: 708-923-7112 •  
[www.palosheights.org](http://www.palosheights.org)

COOK COUNTY DEPARTMENT OF PUBLIC HEALTH



# TEMPORARY FOOD SERVICE ESTABLISHMENT REGULATIONS

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## INTRODUCTION

In an effort to eliminate or at least minimize foodborne illness incidents associated with temporary food service establishments, the following regulations have been compiled. These regulations conform to Federal and State food service standards but have been condensed to fit the needs of temporary food service facilities. Far greater foodborne illness hazards exist in temporary food service facilities than normally would exist in fixed, permanent, facilities. This is due primarily to conditions of nature that are difficult, if not impossible to control. Therefore, the intent of these regulations is to minimize potentially hazardous conditions, and in doing so, to provide a safe, pleasant, recreational dining experience to the consuming public.

## DEFINITION

A temporary food service establishment is one that operates at a fixed location for a consecutive period of time not to exceed fourteen (14) days in conjunction with a single event or celebration. Examples may include farmer's markets, church socials, block parties, carnivals, political fund raisers, charitable fund raisers, ethnic festivals, fairs, taste fests, organized picnics, or other similar events or outings.

## ADMINISTRATIVE PROCEDURES

### **Permit Application:**

An application for a temporary food service establishment permit shall be made in writing to the health authority. A copy of the temporary food service establishment regulations shall be furnished to the applicant. The application shall be made on a form provided by the health authority for this purpose. The properly executed form shall be returned to the health authority at least two (2) weeks prior to the start of the event.

### **Pre-Operational Inspections:**

The health authority shall inspect the temporary food service facility prior to the start of operations to determine compliance with the requirements of these regulations. No food service facility shall begin preparing or serving food without prior approval of the health authority.

### **Routine Inspections:**

Inspections of the facility shall occur throughout the duration of the event. If violations of major public health significance are not corrected immediately when found or lesser violations are not corrected within three (3) hours, the food service facility shall be immediately ordered to discontinue food service operations. The facility shall remain closed until authorized to resume operations by the health authority.

### **Administrative Authority:**

The health authority may impose additional requirements to these regulations to protect against health hazards related to the conduct of the temporary food service establishment and may prohibit the sale of some or all potentially hazardous foods if deemed necessary to protect the health and well being of the public.

## FOOD SUPPLIES

### **General:**

All food supplies including meat, milk, vegetables, ice, beverages, ingredients, spices, etc. shall be obtained from approved sources complying with applicable State and Federal Laws and Regulations. All food shall be clean, wholesome, free from adulteration and properly labeled. The use of home canned or home prepared food is prohibited. Ice that is consumed or that will come in direct contact with food or food containers shall be obtained from an approved source in chipped, crushed, or cubed form and transported and stored in single use, closed container bags.

## FOOD STORAGE AND PROTECTION

### **General:**

All food supplies including bagged ice shall be stored off the ground on pallets or shelves. All food shall be properly covered and adequately protected from all forms of contamination.

### **Wet Storage:**

The storage of packaged or wrapped food directly in contact with water or undrained ice is prohibited. However, cans of non-potentially hazardous beverages may be so stored provided the water contains at least 50 parts per million of available chlorine and is changed frequently enough to keep the water and containers clean. Ice used for cooling stored food, beverages, and food containers shall not be used for human consumption.

### **Refrigeration and Food Temperatures:**

Potentially hazardous food which consists in whole or in part of milk or milk products, eggs, meat, poultry, and fish shall be maintained at temperatures of 41°F or below or 135°F or above. Uncooked ham, pre-cooked ham, fresh pork, and poultry must be heated throughout to a minimum internal temperature of 165°F. Metal stem-type numerically scaled thermometers accurate to  $\pm 3^\circ\text{F}$  shall be provided and used to assure attainment of proper internal cooking or holding temperatures of all potentially hazardous foods. Mechanical refrigeration equipment, when used, must be provided with thermometers to indicate ambient air temperatures within the units.

### **FOOD PREPARATION AND HANDLING**

#### **General:**

Potentially hazardous foods approved by the health authority shall be prepared, stored, and handled in accordance with current State and Federal Laws and Regulations. Food shall be prepared with the least possible manual contact, using suitable utensils and on surfaces that, prior to use, have been properly washed, rinsed, and sanitized.

#### **Raw Fruits and Vegetables:**

All fruits and vegetables shall be thoroughly washed before use.

#### **Hamburger:**

All hamburger, ground beef, or similar meat product, intended for use in sandwiches shall be purchased in patty form only.

#### **Frozen Foods:**

Potentially hazardous frozen foods must be thawed in accordance with current State and Federal Laws and Regulations. These frozen foods must be commercially prepared and from an approved source.

#### **Left-Over Foods:**

The use of left-over potentially hazardous food is prohibited. Examples of such foods are sandwiches, chicken, sausage, ground beef, fish, corn dogs, and batter. Other potentially hazardous foods may also be included if, in the opinion of the health authority, a serious potential hazard exists in their preparation or handling. Reservice of any food is prohibited.

### **UTILIZATION OF OFF-SITE FOOD SERVICE FACILITIES**

#### **General:**

Facilities such as church kitchens, commercial restaurants, approved commissaries, etc. that are utilized for off-site food preparation shall be inspected prior to the event and shall meet the requirements as set forth in the current State and Federal Laws and Regulations. Inspection findings from other approved health agencies may be accepted by the health authority when the facilities are located outside the jurisdiction of the health authority.

### **FOOD DISPLAY AND SERVICE**

#### **General:**

All food on display such as cotton candy, candied apples, etc. shall be individually wrapped or covered to prevent contamination from dust, insects, or any other elements. Potentially hazardous foods shall be maintained at an internal temperature of 41°F or below 135°F or above during display or service to the customer.

#### **Condiment Dispensing:**

Sugar, mustard, catsup, and other condiments shall be individually packaged or dispensed from approved type dispensers. Straws shall also be individually wrapped.

#### **Food and Ice Dispensing:**

Suitable utensils shall be used for the dispensing of food and ice. Hand dipping of ice is prohibited. Dispensing utensils shall be:

1. Stored in the food or ice in such a way that the handle does not come in direct contact with the product dispensed.
2. Stored clean and dry
3. Stored in running potable water.

### **FOOD TRANSPORTATION**

#### **General:**

During transportation, food and food utensils shall be kept in covered containers or completely wrapped or packaged so as to be protected from contamination. The internal temperature of potentially hazardous food shall be 41°F or below, or 135°F or above.

## PERSONNEL AND PERSONAL HYGIENE

### **General:**

Personnel with boils, cuts, open sores, respiratory infections or any form of communicable disease shall not be permitted to work in a temporary food service establishment. Fingernails shall be clean and trimmed. Employees shall wash their hands and arms before starting work, after using toilet facilities, after breaks, after eating or smoking, and whenever necessary during the day. Employees shall wear clean outer clothing and shall wear effective hair restraints. The use of tobacco in any form is prohibited in the food preparation or sales areas.

## HANDWASHING FACILITIES

### **General:**

Convenient and adequate handwashing facilities shall be provided and used in each food service establishment, preferably with hot and cold running water under pressure. Where this is not practical, the minimum facilities shall consist of a container with a faucet or spigot, clean water, liquid soap, and individual hand towels. Common towels are prohibited. Handwashing water shall be collected in a bucket and discarded as liquid waste.

*\*Please see attached diagram for handwashing.*

## EATING AND DRINKING UTENSILS

### **General:**

Only single service tableware and utensils shall be used including cups, plates and flatware. Knives, forks, etc., if not individually wrapped, shall be provided to the customer by food service personnel. Bulk quantities of such items shall not be immediately accessible to the customer and shall be stored in an approved manner that prevents contamination. Cups shall be dispensed through approved tube dispensers to avoid contamination of surfaces in contact with the mouth of a customer.

## WASHING AND SANITIZING FACILITIES

### **General:**

Facilities shall be provided and used for the proper washing, rinsing, sanitizing, and air drying of pots, pans, and all multi-use utensils needed for food preparation and dispensing. Kitchenware shall be properly stored when not in use to prevent contamination.

### **Cleaning Frequency:**

- a) To prevent cross-contamination of food, kitchenware and food contact surfaces of equipment shall be washed, rinsed, and sanitized after each use and following any interruption of operations during which time contamination may have occurred.
- b) Where equipment and utensils are used for the preparation of potentially hazardous foods on a continuous or production-line basis, utensils and the food contact surfaces of equipment shall be washed, rinsed and sanitized at intervals throughout the day on a schedule subject to approval of the regulatory authority. This schedule shall be based on food temperature, type of food, and amount of food particle accumulation.
- c) The food contact surfaces of grills, griddles, and similar cooking devices and the cavities and door seals of microwave ovens shall be cleaned at least once a day except that this shall not apply to hot oil filtering systems. The food contact surfaces of all cooking equipment shall be kept free of encrusted grease deposits and other accumulated soil.
- d) Non-food contact surfaces of equipment shall be cleaned as often as necessary to keep the equipment free of accumulations of dust, dirt, food particles, and other debris.

### **Wiping Cloths:**

Wiping cloths, moist cloths and sponges used for cleaning food and non-food contact surfaces of equipment such as counters, dining tables, and shelves shall be clean and rinsed in an \*approved sanitizing solution and used for no other purpose. These cloths and sponges shall be stored in the sanitizing solution between uses.

*\*Those sanitizers that are listed in the code of Federal Regulations 21 CFR 178.1010.*

## FOOD EQUIPMENT CONSTRUCTION

### **General:**

Only food equipment that is in good repair and cleanable shall be used. Wood is not an acceptable material in the construction of fruit juice extractors. Food contact surfaces of equipment shall be corrosion resistant, non-absorbent, non-toxic, free of breaks, open seams, chips, pits, and similar imperfections. Galvanized containers shall not be used for preparation, display and storage acid drinks. The use of porcelain enameled food containers is prohibited. Containers for storage of ice on location shall be constructed of easily cleanable materials, equipped with a drain and provided with over lapping tight fitting lids. Styrofoam containers are not acceptable as ice containers.

## WATER SUPPLY

### **General:**

An adequate supply of safe potable water for drinking, food preparation, handwashing, and cleaning utensils and equipment shall be provided in the temporary food service establishment. Whenever possible, a pressure supply system is recommended. Hot water shall be made available for cleaning purposes.

### **Water Containers:**

If water under pressure is not available in the facility, water storage containers shall be constructed of an approved type material, possess tight fitting, over-lapping covers and have a dispensing valve that is easily cleanable. Water containers constructed of wood are prohibited.

## SEWAGE DISPOSAL

### **General:**

All liquid waste shall be disposed of in an approved manner that will not create a health hazard or a public nuisance.

### **Toilet Facilities:**

Approved toilet facilities that are conveniently located shall be provided.

## REFUSE DISPOSAL

### **General:**

An adequate number of approved refuse containers shall be provided at each facility. It shall be the responsibility of each facility owner or operator to keep the area surrounding his or her facility free of food scraps, paper, litter, and other debris.

## FOOD STAND CONSTRUCTION

### **General:**

The following construction standards shall be followed when building or setting up a Temporary Food Stand:

### **Floors:**

Floors shall be constructed of concrete, asphalt, tight wood panels, or other similar cleanable materials kept in good repair. Dirt or gravel when graded to drain properly may be considered as acceptable, provided it is covered with clean, removable tight wood panels or duckboards. Sawdust shall not be used as a floor covering.

### **Walls and Ceilings:**

Walls and ceilings shall be made of wood, canvas, or other suitable materials that protect the interior of the facility from the elements. Walls and ceilings of food preparation areas shall be constructed in a way that prevents the entrance of insects. Doors to food preparation areas shall be solid or screened and shall be self-closing. Screening material used for walls, doors, or windows shall be at least 16 mesh to the inch.

### **Counter Openings:**

Counter-service windows or openings shall not be larger than necessary for the particular operation conducted. These openings shall be provided with tight fitting or screened windows or shall be provided with fans installed and operated to restrict the entrance of flying insects. Counter-service windows or openings shall be kept closed except when in actual use.

All wood framing shall be maintained in good condition and shall be clean.

All canvas shall also be maintained in good condition and shall be clean.

**DURING SEASON WHEN FLIES, BEES, WASPS, HORNETS, AND OTHER FORMS OF FLYING INSECTS ARE NOT IN EVIDENCE, OR WHERE ADEQUATE MEASURES HAVE BEEN TAKEN TO EFFECT THEIR CONTROL, CONSTRUCTION STANDARDS SHALL REMAIN THE SAME EXCEPT THAT SCREENING MAY BE ELIMINATED.**

## TEMPORARY FOOD SERVICE ESTABLISHMENT SELF-INSPECTION CHECKLIST

The following list is designed to assist you in conducting a self-inspection of your stand before you open. Carefully read the attached booklet titled, "Temporary Food Service Regulations" for more complete information. If you are missing any of the required equipment on this list, **DO NOT OPEN**.

- [ ] Six sinks, pails or basins for:
  - a) Washing, rinsing and sanitizing utensils and equipment
  - b) Collect liquid waste from handwashing
  - c) Wiping cloths for food contact surfaces
  - d) Wiping cloths for non-food contact surfaces
  - e) Container with a faucet or spigot (handsink)
  
- [ ] Provide a metal stemmed thermometer (not glass) that is accurate to within  $\pm 2^{\circ}\text{F}$  for checking internal food temperatures.
  
- [ ] Provide a thermometer for each mechanical refrigeration unit (refrigerator or freezer) that is accurate to within  $\pm 3^{\circ}\text{F}$ .
  
- [ ] All equipment, utensils, etc. must be in good condition (no chips, cracks, pitting, etc.).
  
- [ ] Detergent, sanitizer and sanitizer test strips must be available in each stand where utensils are cleaned.
  
- [ ] Provide liquid hand soap and paper towels for hand washing.
  
- [ ] Provide sufficient mechanical refrigeration that will hold potentially hazardous food temperatures below  $41^{\circ}\text{F}$  at all times.
  
- [ ] All walls, ceiling and windows must be screened or protected with an approved air curtain to prevent entry of insects. Doors must be self-closing
  
- [ ] Provide hot holding equipment that will maintain hot food temperatures of  $135^{\circ}\text{F}$  or above when required.
  
- [ ] Hair restraints must be available and used by all employees. Visors are not considered to be an effective hair restraint.
  
- [ ] The stand is constructed in compliance with the Temporary Food Service Establishment Regulations, including the floors.

Note: Potentially hazardous food must be maintained at temperatures below  $41^{\circ}\text{F}$  or above  $135^{\circ}\text{F}$ . Any leftover potentially hazardous food from the previous day or potentially hazardous food having temperatures between  $41^{\circ}\text{F}$  and  $135^{\circ}\text{F}$  **SHALL BE DESTROYED**.

# SAMPLE

**Date**

**Dear Palos Heights Resident,**

We would like to notify you that on (date), (name of organization) will be hosting (name of event and location). We also realize that those living along the designated race route and surrounding streets will be impacted by the road closures associated with our event.

Please expect delays from (time) while runners and walkers go through the area. Proceed with caution as (name of organization) volunteers will be assisting with road blockages.

This event has been approved by the City of Palos Heights and we are adhering to their guidelines and procedures. We will make every attempt to accommodate people living in this area and prioritize their needs, while maintaining the safety and security of the many families and individuals participating in the event.

We thank you for your understanding, patience and accommodating our needs for this important fund raising event. We encourage you to participate in the day's events. For more information on our event, please visit (website)

Sincerely,

**Name of Contact Person & phone number**

**Name of Organization**



## ILLINOIS STATE POLICE Concealed Carry Licensing

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We welcome feedback. Submit comments and suggestions to the [site administrator](#).

### Requirements for Concealed Carry Signage

Owners of any statutorily prohibited area or private property, excluding residences, where the owner prohibits the carrying of firearms must clearly and conspicuously post the Illinois State Police approved sign, in accordance with Firearm Concealed Carry Act, at the entrance of the building, premises or real property. Please refer to Section 65 (Prohibited Areas) of the Firearm Concealed Carry Act for more information on statutory requirements for signage as well as where concealed weapons are prohibited.

Pursuant to Section 65(d) of the Firearm Concealed Carry Act, signs must be of a uniform design and the Illinois State Police is responsible for adopting rules for standardized signs. The Illinois State Police has proposed rules which require a white background; no text (except the reference to the Illinois Code 430 ILCS 66/1) or marking within the one-inch area surrounding the graphic design; a depiction of a handgun in black ink with a circle around and diagonal slash across the firearm in red ink; and that the circle be 4 inches in diameter. The sign in its entirety will measure 4 inches x 6 inches.

Click on the image or use the link below to download a template of the approved sign.



**NOTE: When printing the sign, please ensure the black borders surrounding the "no firearms" symbol measure 4 inches from top to bottom and 6 inches from left to right.**

[Concealed Carry Prohibited Area Sign \(PDF\)](#)

