

# Village of Western Springs

## TEMPORARY FOOD SERVICE EVENT FAQ'S

Temporary Food Events are becoming increasingly more common in all communities. Below are some frequently asked questions concerning permit application for temporary food service events.

### What is a Temporary Food Service Event and which ones require a permit or license?

#### DO REQUIRE A PERMIT

- Spaghetti Dinners
- Pancake breakfasts
- Functions/fundraisers open to the public
- Advertised functions
- Sports tournaments
- School functions where vendors are providing food
- Community events
- "Taste of" events
- Church rummage sales
- 5K runs with food other than fruit/ bottled water

#### DO NOT REQUIRE A PERMIT

- Weddings
- Pot Luck Dinners
- Private events
- Group meetings
- 5K runs with only fruit/ bottled water
- Invitation only functions where attendees are all known

### Who is required to obtain a Temporary Food Service Permit?

Each food vendor at an event is required to obtain a Temporary Food Service Permit.

### Who should submit the vendor applications to the Village?

The event organizer should distribute the Temporary Food Permit Applications to vendors, collect the completed applications, fees and required documents and submit to the Community Development Department a minimum of seven (7) days prior to the event.

### Can I still participate if I did not get my application in on time?

NO.

### What are the fees per vendor?

\$60 per vendor

### What items should be submitted in the event application package in order to be approved?

- Completed Temporary Food Service Permit Application for each vendor
- Permit fees
- Completed Event Organizer Information Form
- Last Health Inspection Report\*\*
- Food Service Manager Certification\*\*

\*\* Provide only if foods are prepared at an establishment outside of the Village of Western Springs

For other questions, please call Village Health Inspector Lynn Hoette at (224) 257-0774 or email [healthinspectpros@gmail.com](mailto:healthinspectpros@gmail.com).