



MAYOR'S OFFICE OF SPECIAL EVENTS

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 45 DAYS PRIOR TO THE EVENT

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

SPECIAL EVENTS POLICE DISTRICT COMMANDER'S REVIEW LETTER

All organizers/applicants for a special event must make an appointment with the Local Police District Commander for the purpose of reviewing the plan for the proposed event. The review by the District Commander must be scheduled at least forty-five (45) business days prior to the event. Each applicant must bring a site plan and security plan for the event. If liquor is to be served, the site plan must include the liquor booth location(s) and the number of serving stations in each booth. For athletic events, a completed review letter is needed from all districts Commanders impacted by the course.

AFTER THIS LETTER IS SIGNED BY THE DISTRICT COMMANDER, A COPY MUST BE SUBMITTED WITH THE SPECIAL EVENT PERMIT APPLICATION.

ALDERMAN _____ WARD _____

Please check all that apply: [] FESTIVAL [] CARNIVAL [] ATHLETIC EVENT [] PARADE [] OTHER

THE DISTRICT COMMANDER MUST COMPLETE THE FOLLOWING:

I have reviewed the proposed plan for _____ NAME OF SPECIAL EVENT

to be held on _____ DATE(S) OF EVENT between the hours of _____ HOURS OF EVENT

at _____ LOCATION OF EVENT in the _____ NUMBER District

- [] Liquor will be served at _____ locations (i.e. booths) from _____ serving stations (i.e. taps) per location as designated on the attached Site Plan.
[] Liquor will not be served.
[] Street(s) will be closed. Street Closed _____ From _____ to _____ (Intersecting street) (Intersecting street)
[] Street(s) will not be closed
[] Walkathons and walks are athletic events requiring payment for police services at an overtime rate.
[] Races and walks may require Traffic Control Aides or Police Officers at every intersection.

COMMANDER'S [] OBJECTION [] NO OBJECTION

COMMENTS AND/OR REASONS:

Multiple horizontal lines for writing comments and/or reasons.

Signature of Police District Commander

Date

Print Name

District

Note: The original copy of this form will be forwarded to the Coordinator, Special Events and Liaison Section/O.O.S. (Unit 136) via police mail by the District Commander.



MAYOR'S OFFICE OF SPECIAL EVENTS
SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

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SPECIAL EVENT FOOD LICENSE APPLICATION

FEE: \$ 125.00 PER VENDOR

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

Please type or print clearly. Application will be returned if not completed in it's entirety.

Name of Event

Address of Event

Date(s) of Event

Hours of Event

Name of Sponsoring Event/Coordinator

Phone Number

Name of 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 number you will need to complete the Business Information Sheet on pages 16 & 17 or visit www.cityofchicago.org/businessaffairs

Address

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

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

SIGNATURE (*Must be signed by an owner or officer) _____ Title: _____

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. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. List the temperatures food items will be cooked to.

Indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

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

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THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

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: 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

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