



Temporary Food and Beverage Application

A temporary food service license is required for any food establishment operating at a fixed location in conjunction with a single event. License may not exceed five (5) days unless otherwise allowed by the Health Department. Applications for a food service license must be submitted 10 days prior to event.

Event: _____ Date _____ To _____

Vendor Information

Vendor Name: _____
 Owner: _____
 Address: _____
 City: _____ State _____ Zip _____
 Phone: _____ Email: _____
 Onsite Manager: _____ Phone: _____

Food Protection Manager Certification (FPMC)

Name _____ ID# _____ Exp: _____
 Name _____ ID# _____ Exp: _____

Event Information

Location: _____
 Event Organizer _____ Phone: _____
 Email _____
 Facility Type: Booth Mobile Permanent Building Pushcart

Handwashing Facilities

Hand soap, single-use towels, and trash receptacle must be provided at all handwashing stations.

Provided by: Event Coordinator Vendor Disposable gloves provided Yes No

Type of handwashing facility:

- Gravity-fed water with spigot/bucket Plumbed hot/cold water under pressure
- Self-contained portable unit N/A: only prepackaged foods are sold



Health Department
 City of East Moline
 912 16th Avenue | East Moline, IL 61244 | 309-752-1510

Temporary Food and Beverage Application

List all food/beverage products that will be prepared, sold and/or given away below:

Menu item(s) attach list if needed	Source of food	All preparation done on site (including, thawing, cutting, seasoning, cooking, etc.) *
Example: <i>Hamburgers</i>	<i>Smith's Market</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

*For food items not prepared onsite, please fill out the following and attach current license to this form:

Establishment Name: _____
 Address: _____
 Phone _____ Date of Preparation _____

Fee Information:

Application due no later than ten (10) days prior to event. If submitted between nine (9) and 2 days prior to event, \$25 will be added to fee. If submitted less than two (2) days prior to event, the fee is doubled.

- Events with 5 or less vendors: \$45.00
- Event with 6 or more vendors: \$60.00
- Retail only: \$25
- Late fee: \$25
- Double fee

Applicant Signature _____ **Date:** _____

OFFICE USE ONLY

Fee submitted \$ _____ Cash Check # _____ MO# _____

Approved by: _____ Date: _____ Permit # _____