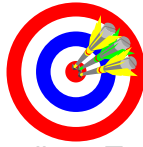


D. A. R. T. S.



Durand Area Retailers, Trades, & Services  
PO Box 133  
Durand, IL 61024



6<sup>th</sup> ANNUAL DURAND BIKER BASH

SATURDAY, SEPTEMBER 13, 2008

11:00AM – 10:00PM

APPLICATION FOR VENDORS PERMIT

FOOD BOOTH fee: \$85.00 includes Winnebago County Health Dept. fee (10'x10' area)  
 fee: \$110.00 includes Winnebago County Health Dept fee (10'x20' area)

ARTS/CRAFTS fee: \$50.00

NPO GROUP fee: \$50.00 for food booth (includes WCHD fee); \$15.00 for non-food booth

RETAIL/SERVICES fee: \$50.00 for 10'x10' area  
 fee: \$75.00 for 10'x20' area

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

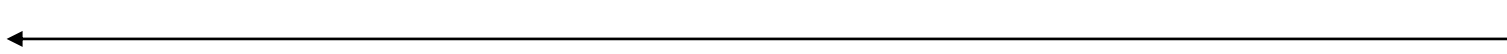
CONTACT NAME & PHONE: \_\_\_\_\_

DESCRIPTION OF ITEMS TO BE SOLD: \_\_\_\_\_

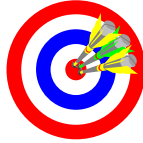
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Make checks payable to DARTS Special Events. Return completed vendor application, Winnebago County Health Department application (if required), proper fee, and proof of liability insurance to above address no later than **8/22/08**. By submitting this application, I agree to abide by all the rules and regulations of DARTS, the Village of Durand, Illinois, and the Winnebago County Health Department if applicable. I assume all risks associated with this event and hold harmless DARTS, the Village of Durand, its sponsors, promoters, assistants, directors, employees, agents, servants and volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all parties, individual or group, from all claims and liabilities. I realize that I am responsible for any loss, injury, unknown damage, judgments and/or any causes whatsoever that may be to my person or property. I also acknowledge that I will be charged a \$35.00 fee if my check is returned, unpaid by my bank for any reason, and that I am responsible for any and all legal fees as a result of my unpaid check. If you have any questions or problems, please contact Carol Myers 815/248-2762.



Durand Area Retailers, Trades, & Services  
PO Box 133  
Durand, IL 61024



## 6<sup>th</sup> ANNUAL DURAND BIKER BASH

SATURDAY, SEPTEMBER 13, 2008

11:00AM – 10:00PM

**CONTACT PERSONS: MIKE SAYLOR 815/262-3137 or  
CAROL MYERS 815/248-2762**

### **APPLICATION PROCEDURES**

Your completed application, proof of insurance, health department application (if applicable), current health department permit (if applicable) and fees must be postmarked no later than **August 22, 2008**. Your application will not be considered until full payment has been received. If your booth requires a Winnebago County Health Department permit, that permit will be issued by the WCHD when they inspect your booth on September 15, 2007. By being accepted, you are automatically considered permitted by the Village of Durand, Illinois. Important note: Your payment will not be processed until you have been accepted. If you pay by check and are not accepted for any reason, your check will be returned to you. If you pay by money order, a refund check will be issued promptly.

### **BOOTH INFORMATION**

**NO electricity is provided.** If you need electricity, you will have to furnish your own generator. All exhibits must be contained within the area assigned to you. Booth set-up will be allowed from 9:00AM until 11:00AM on Saturday, Sept.13, 2008. Food preparation may begin at 9:00AM. Volunteers will be on site to direct you to your location. All vehicles must be parked away from the area of operation. Food booths will be subject to the Winnebago County Health Department rules (Enclosed). Trailers or tents and signage to be provided by the vendor. Please remember to bring your event permit with you. It must be displayed in your booth during the entire event.

### **SALEABLE ITEM INFORMATION**

Only food items that have been pre-approved will be allowed. We do this to protect the integrity of the event and to furnish festival go-ers with an abundance of choices. Under no circumstances will the sale of illegal items be allowed. If you aren't sure if your items are legal or not, just call and ask.

### **ON-SITE SECURITY**

Local law enforcement will patrol the area occasionally during operation hours. This presence, however, does not guarantee against theft or loss; rather, it is to supplement any precautions that participants should already take. DARTS recommends that you do not leave valuables unattended.

### **CARE OF AREA**

All vendors agree to keep their area clean and sanitary during the term of the festival and to restore the area to a thoroughly clean condition immediately upon completion of their participation in the festival. Trash containers will be provided throughout the festival for use by your customers. All vendors' trash bags will be sealed and placed in a designated area at the close of each day's operation. **Grease and oil must be removed by the vendor. Grease and oil must not be poured into the sewers, on grass or into trash barrels.**

### **INCLEMENT WEATHER**

DARTS will make every effort to operate the event in a safe and secure environment during rain or shine. However, should the event be forced to close or festival hours are lost due to severe weather conditions or circumstances beyond its control, there will be NO REFUNDS of fees paid, nor shall losses incurred from cancellation be reimbursed.

WINNEBAGO COUNTY HEALTH DEPARTMENT  
 401 Division Street  
 Rockford, IL 61104  
 (815) - 982-5082

Please provide information  
 where indicated by an "X". Front  
 and back of application need to  
 be filled out.

FOR OFFICE USE ONLY	
Date Rec'd:	_____
Amt. Rec'd:	_____
Check/Cash:	_____
Receipt:	_____
Permit #:	_____
Late fees applied	_____

APPLICATION FOR:  
**TEMPORARY FOOD OR BEVERAGE PERMIT**

Valid for no more than (two) 2 weeks at a specified location.  
 FEES and PERMITS are non-refundable and non-transferable.

**INSTRUCTIONS:** Fill out application in its entirety and return same to the WCHD together with the fee of \$35.00 (2) two weeks prior to the event. Make check payable to the Winnebago County Health Department, (WCHD).

**LATE FEES:** Applications received less than 14 days to 7 days before an event pay a penalty fee of \$35.00 (1 additional late fee.) In addition to the original \$35.00 permit fee, total \$70.00. Applications received less than 7 days to 24 hrs before the event will pay \$70.00 (2 additional late fees of \$35.00 each) plus the original \$35.00 permit fee (Total fee \$105.00). A brochure on Temporary Food Facilities requirements is available from the Winnebago County Health Dept. Food Services Division.

FESTIVAL NAME: <u>DURAND BIKER BASH</u>	
FESTIVAL HELD AT/ADDRESS: <u>DOWNTOWN DURAND</u>	
FESTIVAL ORGANIZER'S NAME: <u>CAROL MYERS</u>	PHONE: <u>815/248-2762</u>
ADDRESS: <u>14225 LAUBE ROAD</u>	CITY: <u>DURAND</u> STATE: <u>IL</u> ZIP: <u>61024</u>

NAME OF ESTABLISHMENT/BOOTH: <u>X</u>	
OPERATOR IN CHARGE OF THE BOOTH: <u>X</u>	(Daytime) PHONE: <u>X</u>
ADDRESS: <u>X</u>	CITY: <u>X</u> STATE: <u>X</u> ZIP: <u>X</u>

FOOD MENU:			
WHERE WILL FOOD BE PREPARED? <u>ON SITE</u>			
Date To Open: <u>9/13/2008</u>	TYPE OF BOOTH	WATER SUPPLY	SEWAGE DISPOSAL
Prep Begins: <u>9:00</u> AM PM	<u>TENT</u>	<u>SELF CONTAINED</u>	<u>SELF CONTAINED</u>
Serving Begins: <u>AM 11:00</u> PM	<u>TRAILER</u>	<u>MUNICIPAL</u>	<u>MUNICIPAL</u>
Date To Close: <u>9/13/2008</u>	<u>OTHER</u>	<u>OTHER</u>	<u>OTHER</u>

A festival or individual fee will be charged for all festivals to individual food facilities regardless of non-for-profit tax supported status or holder(s) of current Winnebago County Food Permit (s).

Applicant hereby states he/she is familiar with the provisions of the Health Ordinance of Winnebago County, Illinois, and that he/she will operate this establishment in compliance with said provisions at all times.

X  
 Operator Signature

\_\_\_\_\_  
 County Serrarian

**TEMPORARY FOOD VENDOR PLANNING SHEET**

Approved: _____
Denied: _____
Date: _____

**EVENT:** DURAND BIKER BASH & CHILI SHOOT-OUT

Concession Name:  \_\_\_\_\_

Applicant's Name:  \_\_\_\_\_

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

City:  \_\_\_\_\_ State:  \_\_\_\_\_ Zip Code:  \_\_\_\_\_

Telephone: (Bus./Daytime)  \_\_\_\_\_ (Home)  \_\_\_\_\_

<b>PROPOSED MENU ITEMS</b> No menu additions without prior approval from this department.	<b>SOURCES OF FOODS PRODUCTS</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Sketch how you anticipate setting up your booth in the space below**

## PROCEDURES FOR CONCESSION STAND OPERATORS

### PACKET OF MATERIALS:

1. Application for Temporary Food Permit. Please completely fill out the application (front and back). Return the application along with the payment to the Winnebago County Health Department, 401 Division Street, Rockford, IL 61104. Applications submitted at least two weeks in advance have a fee of \$35.00. Applications submitted 7 to 13 days prior to the event have a fee of \$75.00. Applications received the week of the event have a fee of \$125.00. An inspector will be present to conduct an inspection and issue your Food Permit on the day of your event.
2. Signs and pertinent information for your booth are available from your event organizer or at the Winnebago County Health Department. The packet may be picked up or mailed.

### THINGS TO BRING ALONG:

1. Three pans or buckets: one with clear water for hand washing, one with bleach water for hand rinsing, and one with bleach water for wiping cloths.
2. Paper towels for drying/wiping hands.
3. A metal stemmed thermometer range 0°F to 220°F to measure food temperature: hot foods cooked to 165°F or above, hot foods held at 140°F or above, cold foods held at 41°F or below.
4. Effective hair restraints (hats, hairnets, visors).
5. Single service items for food service to the customers. Extra serving utensils. Do not wash utensils, pans, etc. at the concession stand.
6. Adequate number of hot holding devices (i.e.: roasters) to keep hot foods hot. Do not use "sterno" type warmers at an outdoor event.
7. Electric refrigeration for cold foods.
8. Tables for food prep, food service, and product storage. All foods and single service items must be stored up off of the ground.
9. Adequate garbage and refuse containers.

### FOOD SOURCE:

1. Use only commercially packaged ice.
2. Do not use any home canned foods. Fresh home grown produce may be used.
3. Use only labeled items. Be careful of ingredients.
4. Hamburger for sandwiches must be purchased in patty form.

5. Cooked potatoes must be served hot (140°F or above). Do not serve home made potato salad. Cold potato salad must be commercially prepared.

#### **HANDLING FOOD AND SINGLE SERVICE ITEMS:**

1. Store all food and single service items up off of the ground.
2. Keep bare hand contact with food to a minimum. Use utensils, deli tissues, or food service gloves when possible.
3. Cook potentially hazardous foods (meats, dairy products, eggs, cooked vegetables, cooked grains and pasta) to 165°F or above, hold hot at 140°F or above. Keep potentially hazardous cold foods at 41°F or below.
4. Rapidly reheat canned or commercially prepared foods to 165°F.
5. Do not leave food in car trunks, on the ground, or just sitting out.
6. Keep foods covered to protect from cough, sneeze, insects, and debris.
7. Provide condiments in packets or in closed containers (i.e. squeeze bottles).
8. Foods are to be prepared on site or in an approved kitchen. Foods cannot be prepared in your home kitchen. You will not be allowed to serve home prepared food.
9. The area for preparing and serving food is to be protected as much as possible (i.e. three-sided tent with a roof, trailer, etc.).
10. Use a limited number of ingredients and limited amount of preparation where possible.
11. No left over potentially hazardous food may be saved for next day service.
12. Do not allow unauthorized persons in the concession stand.
13. Designate a manger to be in charge of each shift.

#### **PERSONAL HYGIENE:**

1. Wash your hands with soap and water before you begin your work shift.
2. Wash your hands after using the toilet, smoking, eating, drinking, or taking a break.
3. Wear clean clothes and an effective hair restraint.
4. Wear a minimum amount of jewelry. Jewelry is difficult to keep clean.
5. Do not touch or handle food when: 1) you have an infected cut, boil, or wound on your hands, arm, face, or neck; 2) you have recently had diarrhea, loose stool, or vomiting.

6. Do not eat, drink, or smoke in the concession stand except in an approved designated break area.

**OTHER ITEMS TO CONSIDER:**

1. Arrange a workshop for all persons to work in food concessions. Health Department staff is available to conduct workshops and answer questions.
2. Make sure you have the following items before the festival opens: 1) a safe drinking water supply (vacuum breakers for hoses, safe well water); 2) adequate electrical service (electrician on stand-by); 3) adequate waste disposal; 4) three-sided tent with a roof and flooring in the prep and service areas; 5) screened windows and self-closing doors on trailers; 6) mechanical refrigeration and/or refrigerated truck; 7) Spare roasters/equipment in case of malfunction; 8) chemical or conventional toilets.
3. Safe methods to thaw frozen foods (never thaw at room temperature): 1) cook the food frozen; 2) thaw under cold running water for less than two hours then cook immediately; 3) thaw in a microwave then cook immediately; 4) thaw in the refrigerator.
4. For those who have been pre-approved to prepare food in advance, hot foods must be cooled quickly. Cool from 140°F to 70°F in two hours. Cool from 70°F to 41°F in four hours (total of six hours). Some "quick chill" methods are: 1) Use several refrigerators; 2) never put more than one gallon of food into a container; 3) food should be no deeper than two to three inches in a container; 4) use an ice bath; 5) stir food every fifteen to thirty minutes; 6) omit some water from a recipe and add ice during cooling; cut, chop, or slice large cuts of meat; 7) dip large cuts of meat in an ice bath for several minutes.
5. To protect the public's health, it is the policy of the Winnebago County Health Department Food Protection Program to destroy potentially hazardous food when it is found between 60°F and 120°F and/or is obviously being mishandled.

Winnebago County Health Department  
Division of Environmental Health  
401 Division Street  
Rockford, IL 61104  
(815) 720-4100  
FAX (815) 720-4203

WINNEBAGO COUNTY DEPARTMENT OF PUBLIC HEALTH  
TEMPORARY FOOD SERVICE ESTABLISHMENTS

SELF-INSPECTIONS FOR TENTS

The following list is to assist you in conducting a self-inspection of your stand before you open. Carefully read the attached sheets for more complete information. If you are missing any of the required equipment, DO NOT OPEN.

- A food permit must be applied and paid for at the Health Department at least **TWO WEEKS PRIOR** to the festival date. Applications will not be accepted at the time of inspection.
- Three buckets:
  - a) 1 with clear water for handwashing.
  - b) 1 with bleach water for hand rinsing.
  - c) 1 with bleach water for storage of wiping cloths.
- A 3-sided tent with a roof (exception: beer and soft-drink stands)
- Temporary flooring (plywood, tarp) is required, if not set up on asphalt or concrete.
- Sufficient electric refrigeration is required. Ice chests and coolers may not be used without health department pre-approval.
- Thermometers for each electric refrigeration unit (refrigerator or freezer) accurate to  $\pm 3^{\circ}\text{F}$  are required.
- Hot-holding equipment that will maintain hot food temperatures at  $140^{\circ}\text{F}$  or above is required (no chaffing dishes).
- A metal-stemmed thermometer (not glass) which is accurate to  $\pm 2^{\circ}\text{F}$  for checking food temperatures is required.
- Hand soap and paper towels for handwashing are required.
- Hair restraints must be available and used by all employees.

NOTE: Potentially hazardous food must be maintained at temperatures below  $41^{\circ}\text{F}$  or above  $140^{\circ}\text{F}$ . Any leftover, potentially hazardous food from the previous day or potentially hazardous food having temperatures between  $42^{\circ}\text{F}$  and  $139^{\circ}\text{F}$  shall be destroyed. Any foods prepared at home shall be destroyed.