

# GRUNDY COUNTY HEALTH DEPARTMENT

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1320 Union Street • Morris, Illinois 60450  
PHONE: (815) 941-3404 • FAX: (815) 941-2389  
gchdil@grundyhealth.com

February 22, 2022

To Whom It May Concern:

My name is Laura Wells and I am the Director of Environmental Health for the Grundy County Health Department. This year, the Health Department is reaching out to temporary event organizers, such as you or your community connections, in an effort to prevent problems or misunderstandings that can impact those who sell food at an event.

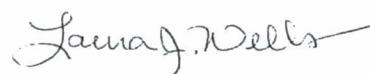
To prevent any last minute issues that may arise for those selling food because of misinformation. We would like to clarify for you and those that may take part in your event that any organization, business or person selling or serving food is required to have a Temporary Food Permit from the Grundy County Health Department. This includes all food selling or service activities whether cooking hot dogs, or selling prepackaged food items with sampling, such as Tastefully Simple type items. Those wishing to sell or serve food need to fill out a temporary health permit application and return it, with the appropriate fee, to our office. It is important for the vendors to address this in advance to avoid added costs due to late fees.

As you plan your event, please know that I am willing to answer any questions that you may have. We believe that this type of communication is very beneficial to avoiding problems or confusion.

Included with this letter is an Event Information sheet, vendor information sheet and a copy of the Temporary permit application. To help you consider some of the organizational issues that both we and the vendors need to know for your event. We are requesting that you fill it out and return it to us at least 30 days prior to the event.

Please feel free to contact me with any questions, concerns or to invite me to attend your planning meetings. I can be reached at (815) 941-3127/lwells@grundyhealth.com.

Sincerely,



Laura Wells  
Director of Environmental Health  
Grundy County Health Department

See Enc.

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Grundy County Health Department  
Environmental Health

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**Event Information Sheet**

Name of Event: \_\_\_\_\_  
Person-in-charge: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

List all the food vendors participating in this event:

<u>Vendor</u>	<u>Contact Person</u>	<u>Phone Number</u>

\*Please use a separate sheet for additional vendors

- Will you be providing potable water to vendors? \_\_\_\_\_
  - Is water from a public water supply? \_\_\_\_\_ If a non-public water supply (well) is to be used, can you provide a copy of the most recent water sample analysis results? \_\_\_\_\_
  - Will food grade hoses be provided by vendor or organizer? \_\_\_\_\_
  - Describe what backflow prevention will be used. \_\_\_\_\_
  - Where will vendors dispose of waste water? \_\_\_\_\_
- (Note: Grundy County Health Department will not accept waste water disposal to storm sewers or surface of the ground.)**
- Will permanent or portable handwashing facilities be available? \_\_\_\_\_
  - Will permanent or portable toilet facilities be available? \_\_\_\_\_
  - Will you be providing electric to vendors? \_\_\_\_\_  
If so, what time will electric be available? \_\_\_\_\_
  - Will garbage be removed by the vendors or the organizers? \_\_\_\_\_
  - Will garbage be disposed of in a central location? \_\_\_\_\_  
If so, will it be at least 50 feet from food handling operations? \_\_\_\_\_

**Please return form to GCHD at least 30 days prior to the event.  
Please include any additional information on a separate sheet of paper.**