

# COLES COUNTY HEALTH DEPARTMENT

## ENVIRONMENTAL HEALTH DIVISION

825 EIGHTEENTH STREET  
POST OFFICE BOX 1064  
CHARLESTON, ILLINOIS 61920

DAN STRETCH  
RON BRADLEY  
KATHY BREWER  
GLORIA SPEAR  
DEBBIE WESCH

FAX NUMBER: (217) 348-5322

TELEPHONE NUMBERS:  
(217) 348-0530 CHARLESTON

WWW.COLESCOHEALTH.ORG

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Food Vendors wanting to operate at  
Eastern Illinois University's Celebration of the Arts  
in Charleston, IL 61920  
April 27, 28 and 29, 2007

Food Vendors:

In order to operate at the Celebration of the Arts, you must make application not only to Eastern Illinois University but also to the Coles County Health Department. EIU is paying your Health Department booth fee, but **you** must complete the application. Send your Health Department application to the Coles County Health Department as listed below:

- ☒ Coles County Health Department  
825 18<sup>th</sup> Street  
Charleston, IL 61920
- ☒ or you may fax applications made on or before 23 March 2007. Fax to 217-348-5322.
- ☒ Applications made after 23 March 2007 but on or before 20 April 2007 must be mailed and shall be accompanied by a \$50.00 late fee.
- ☒ **No applications accepted at Celebration of the Arts.**

**Please note that:**

- 1.) No insulated cases or heat lamps will be allowed for potentially hazardous food. Hot potentially hazardous food shall be mechanically held at 140°F or more. Any potentially hazardous food not held at 140°F or more shall be discarded.
- 2.) All mechanical refrigeration in support or storage vehicles shall be hooked up to electricity at all times.

- 3.) The interior of the booth and all food and food surfaces shall be protected from the rain or the booth shall close during rain, no matter how light the rain.
- 4.) Tent concessions shall have smooth, **durable** ground cover for all booth areas not on concrete. Tent concessions shall have overhead protection for all areas of the booth.
- 5.) Concession trailers that set up food or preparation areas outside of the trailer shall also have overhead protection, approved ground cover and rain protection for that food or prep site.
- 6.) All food shall be prepared each day of the event and used the day it was prepared. No leftovers are allowed. Do not prepare any food until your booth is inspected. This includes, but is not limited to, cutting, washing and sticking hot dogs.
- 7.) Your permit is valid for the menu you submit. You must have approval to add to your menu. You may contact the Health Department for approval, by phone, fax or email even the day before the event.

Please call me at the Coles County Health Department at 217-348-0530 if you have questions or if I can provide any assistance. Questions may also be e-mailed to [Kbrewer@co.coles.il.us](mailto:Kbrewer@co.coles.il.us).

Sincerely,

Kathy Brewer  
Environmental Health Sanitarian  
Enclosures