

2017



Winnebago County Health Department
401 Division Street
P.O. Box 4009
Rockford, IL 61110-0509
815-720-4101

Licensed Commissary Sharing Agreement

Temporary Food Establishments (TFE's) and mobile food units using a commissary under different ownership, must submit this form with their Temporary Food Establishment Permit Application yearly or obtain a Temporary Food Establishment Commissary (TFEC) Permit. TFE's with high risk food preparation are required to have an individual TFEC Permit. A copy of a valid IL. Food Service Sanitation Manager's Certificate must also be submitted for vendors with a high or medium risk permit. For Temporary Food Establishments located out of county, comparable documentation will be required with the approval of their respective local Health Department.

Restaurant Information:

Restaurant/Organization Name: _____ Owner/Person in Charge: _____

Address: _____ City: _____ Zip Code: _____

Business Phone #: _____ Fax: _____ Owner's Phone #: _____ E-mail: _____

Day(s) of week TFE is approved to utilize the kitchen (circle all that apply and specify hours of operation):

Mon _____ Tue _____ Weds _____ Thurs _____ Fri _____ Sat _____ Sun _____

Liability Statement: By signing this agreement, I understand that my Food Establishment and the TFE are jointly and severally liable for any violations of the Winnebago County Food Code that may occur while the TFE is using my facility.

Owner/Person in Charge: _____ Date: _____

Temporary Food Establishment Information:

Food Permit #: _____ Location(s): _____

Day(s) of Operation (circle all that apply): Mon Tue Wed Thurs Fri Sat Sun

Please indicate start and ending time for each Point of Sale locations: _____

Business Name: _____ Owner: _____

Business Address: _____ City: _____ Zip Code: _____

Business Phone #: _____ Fax: _____ Email: _____

An approved licensed kitchen/commissary is a fundamental part of a TFE operation. Requirements may vary depending on the menu, food preparation activities, and layout of the food booth. Indicate which of the following items will be available for use at the commissary:

- Handwashing Sink(s) 1
Dish Washing Facility 2
Food Preparation Sink 3
Mop Sink 4
Commercial Refrigeration Space
Preparation Table
Freezer Space
Cooking Equipment

- 1 Approved hand sinks are required in all food preparation areas and dish washing areas.
2 Dish washing facility must be one of the following: manual (3 or 4 compartment utensil wash sink) or mechanical (chemical or high temperature sanitizing dish machine).
3 A commercial food preparation sink is required if commissary is lacking a commercial 3 or 4 compartment sink.
4 A mop sink is required for all commissaries.

- TFE or mobile food unit operator must have access to the kitchen if hours of the TFE operation exceed hours of the Food Establishment.
TFE or mobile food unit operator is responsible for correcting health code violations on their own equipment as well as shared equipment and facilities.
TFE or mobile food unit operator shall notify Winnebago County Health Department if there are any changes to this agreement. This agreement is not transferable.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY:

Health Inspector's Approval: _____ Date: _____