



POLISH CONSTITUTION CELEBRATION MAY 1ST— 3RD, 2026



Consulate General of the Republic of Poland in Chicago

FOOD VENDOR COMMITMENT FORM

As part of this agreement, the Polish Constitution Celebration Committee will provide two 8-foot tables, two chairs, & 15 amps of continuous electricity if needed. The vendor must supply a tent to cover the service area.

\$100.00 non-refundable fee

**SPACES ARE FIRST COME FIRST SERVED ON CONTRACT/FEE RETURN AND ARE LIMITED
ALL COMPLETED CONTRACTS AND FEES MUST BE RECEIVED BY APRIL 21, 2026**

Contact: _____

Company/Church/Organization: _____

Address: _____

Phone: (____) _____ Mobile: (____) _____ Email: _____

What food item(s) will you be selling? _____

Do you require electrical outlets? _____

If so, you will have a four-outlet, 15-amp power supply. Please ensure that the total wattage of your food warmers, crock pots, or other appliances does not exceed this limit (15 amps = approx. 1,500 watts)

All beverage sales will be handled by the Polish Constitution Celebration Committee. No other vendors are permitted to sell beverages at the Celebration unless an exclusive agreement for an item we do not offer has been arranged in advance.

It will be the responsibility of each food vendor to pay for, secure, and provide a copy to us of a license to conduct a Temporary Food Service Permit directly from the Cuyahoga County Board of Health AT LEAST 10 DAYS in advance of the festival. **The form is available for download on their website. The fee is payable to the "Cuyahoga County Board of Health." Your point of contact will be Parma Health Inspector Stephanie Sutula (216) 201-2000 Ext 1258 ssutula@ccbh.net

EVENT DAY PROCEDURES

Sunday, May 3, 2026

SET UP: 11 AM – 12:30 PM

EVENT: 1 PM – 6 PM

CLEAN UP: 6 PM – 7 PM

POLISH CONSTITUTION CELEBRATION COMMITTEE

EMAIL: pacohparade@gmail.com WEB: www.pacoh.org



POLISH CONSTITUTION

CELEBRATION MAY 1ST — 3RD, 2026

Temporary Food Vendor License Requirement:

All food vendors participating in the event **must obtain a temporary food vendor license** issued by Cuyahoga County. This is a mandatory requirement for all vendors without exceptions.

License Application Deadline: The application for the temporary food vendor license must be submitted and approved at least 10 days before the event date. Please note that there will be no exceptions to this rule to ensure all necessary health and safety checks can be completed in time.

Inspection Notice: Be advised that county health inspectors will be present on-site on the event day. Compliance with all health and safety regulations is mandatory. Vendors found not in compliance will be subject to immediate shutdown and possible further actions.

Vendor Responsibility: It is the sole responsibility of each food vendor to ensure that they have obtained all necessary licenses and have paid all applicable fees associated with the event participation. Vendors are required to present proof of such compliance upon request.

It is understood that the lessee shall **not** remove a booth before the closing of this lease or until the vendor has run out of inventory. Non-compliance will force us to exclude the offending vendor from future events.

Vendors must maintain their spaces in a clean condition and remove all waste from their area into the waste receptacles provided before leaving the Celebration. Vendors must also comply with all City of Parma and State of Ohio Health Codes during food items' preparation, storage, and service. Special attention must be given to the continuous use of hairnets and gloves by food service personnel as well as the proactive monitoring of food temperature to ensure compliance with safe food handling codes.

We, the lessee and its employees, hereby covenant and agree with the Polish Constitution Celebration Committee, its successors, and assigns, to be responsible for and to indemnify and save harmless the said Polish Constitution Celebration Committee both as a committee and individual members, and all municipalities, against any and all expenses, causes of action, and claims of any kind including all liability claims by reason of any and all accidents, injuries, damages or sickness that may occur during operation of this agreement and all fines, penalties, and loss incurred for any reason for the violation of any city, state, county or federal law, ordinance, regulation or rule. **NON-COMPLIANCE WILL CAUSE THE VENDOR TO BE ASKED TO LEAVE.**

By filling out this form, you agree to the above rules as a general contract.

VENDOR Signature _____ **Date** _____

Vendor Coordinator Signature _____ **Date** _____

Please keep a copy of this signed agreement for your records

Make check payable to: "Polish American Congress – Ohio Division "

Mail to: Polish Constitution Celebration Committee, C/O 15724 Edgecliff Ave. Cleveland, OH 44111

Questions? Call Joe Rutkowski (216)-337-6656

2026 License

A food vendor is required to make application for a temporary license at least ten (10) days before the start of the event. The application must include a floor plan, list of equipment, a menu, and all pertinent food handling procedures. **The temporary food license fee is \$64.00 per day and \$32.00 per day for non-profit operations.** Temporary food licenses are issued for a maximum of five (5) days. A sanitarian from the Cuyahoga County Board of Health (CCBH) will deliver the license on the first day of the event when they are on-site to conduct the inspection. Operators selling foods that are shelf stable and not time and temperature controlled for safety (TCS), such as whole fresh fruits and vegetables, commercially pre-packaged foods, commercial beverages, and cottage foods maybe exempt from licensing at certain events (restrictions apply).

Food

All food must be from an approved source. All food must be prepared on site or at a licensed facility and transported to the temporary event site by a CCBH approved method. Home-produced foods are not permitted. Exceptions include cottage foods and licensed home bakery products.

Food Protection

- A. All TCS foods shall be maintained at 41°F and below or 135°F and above. Mechanical refrigeration shall be used for overnight storage of all TCS foods.
- B. Frozen foods are to be thawed utilizing acceptable methods.
- C. Foods must be protected at all times. Covers or approved sneeze guards must be utilized for any open or exposed food displays.
- D. Food and food containers shall be stored a minimum of six (6) inches above the floor or ground.
- E. Utensils and non-latex gloves shall be provided and utilized for the transfer, preparation and/or serving of foods.
- F. Provide and use a properly calibrated probe thermometer to verify cooking and holding temperatures.

Equipment, Utensils and Supplies

Depending on the type of foods, methods of transport, preparation and hot/cold holding, all or some of these items are required:

- A. **Handwashing facilities.** Method will be approved by CCBH based on the type of food and preparation.
- B. **Three compartment sink** or equivalent (three bucket system).
- C. **Sanitizer with test strips** [chlorine (bleach 5.25% concentration), quaternary ammonium, or iodine].
- D. **Probe thermometer(s).** For use if handling or preparing TCS foods.
- E. **Hot and cold holding equipment** (coolers, refrigerators, grills, etc.)
- F. **Utensils and disposable non-latex gloves.**

Structural Requirements

If it is determined by CCBH that floors, walls or ceilings are necessary, the materials used must be smooth, impermeable and easy to clean.

Support Facilities

Water is to be provided from an approved source only.
Adequate sewage / wastewater disposal site(s) must be available.
Portable toilet facilities, hand sinks, and garbage/refuse disposal are required.

OPERATION GUIDANCE

Food Sources

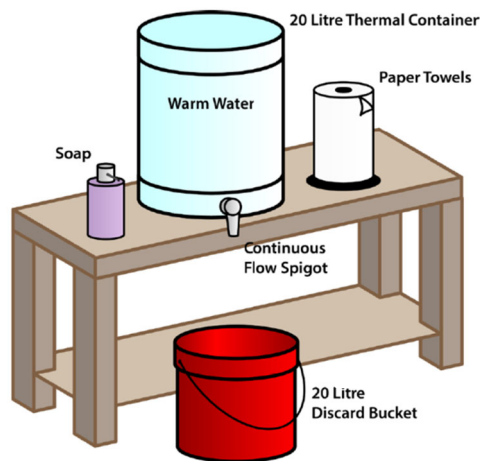
- * **ALL** foods must come from an approved source.
- * **ALL** foods are to be prepared at the event or at an approved licensed facility.
- * **HOMEMADE FOODS ARE PROHIBITED (Except for properly labeled cottage foods and licensed home bakery products.)**



Approved Hand Washing

Each temporary booth is required to have a temporary hand washing station which includes: Warm flowing water, soap, paper towels, and a bucket for waste disposal.

*Hand sanitizer is **NOT** to be used as a substitution.



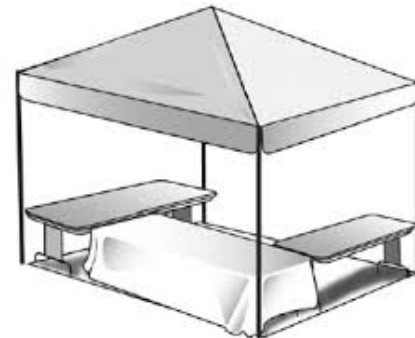
Approved Cooking & Holding Temperatures

- Cold Holding 41°F & below
- Hot Holding 135°F & above
- Chicken Cooking 165°F
- Ground Beef/Pork Cooking 155°F
- Seafood/Roasts/Chops Cooking 145°F
- Fruits and Vegetables Cooking 135°F



Work Space Requirements

Work surfaces shall be easily cleanable & non-absorbent. Flooring shall be provided if booth is placed in grass. All foods, utensils and equipment must be 6" off of the ground.



Support Facilities

Make portable toilet facilities, hand sinks and garbage disposal available for patrons. Water shall be provided by an approved source. All waste water is to be discarded to the sanitary sewer.

***Dumping grey water in storm drains or on the ground is not an approved form of disposal.**



Approved Method for Sanitizing Equipment & Utensils

A three compartment sink must be provided to properly wash, rinse and sanitize all equipment (must be able to fit largest piece of equipment.)



Application for a License to Conduct a Temporary (Check one):

- Food Service Operation
 Retail Food Establishment

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

Cuyahoga County Board of Health
Attn: Environmental Public Health
5550 Venture Dr.
Parma, OH 44130

Temporary Applications Must Be Submitted Ten (10) Days Prior to the Event for Approval

Before a license application can be processed and approved, the application must be completed and the required fee submitted. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City		State
ZIP		
Start date	End date	Operation time(s)
Name of license holder	Name of Noncommercial Organization (if applicable)	Phone number
Email Address		
Address of license holder		
City		State
ZIP		
List all foods being served/sold		

<i>I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

Licensors to complete below

Valid date(s)	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

TEMPORARY FOOD SERVICE INFORMATION

1. FOOD

- A. List all food and beverage sources. All ingredients/items must be purchased from a licensed grocery store or licensed wholesale distributor (*Ex: Giant Eagle, Sysco, Costco, GFS*).

- B. Location where food items will be prepared, including the washing of produce? Food must be prepared on site at the event OR received from a licensed facility. **If preparing food at a licensed food facility, please include a copy of the food license.**

- C. How will proper food temperatures be maintained during transport to the event? (*Ex: insulated cambros, coolers with ice*)

- D. How will foods be held hot (135°F and above)? (*Ex: mechanical hot holding unit, chafing warmers, grills, insulated cambros*)

- E. How will foods be held cold (41°F and below)? (*Ex: mechanical refrigeration, coolers with ice*)

***THERMOMETERS MUST BE AVAILABLE TO ENSURE PROPER COOKING AND/OR HOLDING TEMPERATURES. A THERMOMETER MUST HAVE THE AVAILABILITY TO MEASURE TEMPERATURES FROM 0-220°F. (LASER THERMOMETERS ARE NOT SUFFICIENT.)**

2. FOOD PROTECTION

- A. How will food on display be protected from contamination? (*Ex: covered containers, sneeze guards*)

- B. How will employees prevent bare hand contact during preparation? (*Ex. non-latex gloves, tongs, utensils*)

- C. How will employees restrain their hair? (*Ex: Hats, beard covers, hairnets*)

3. SANITATION

- A. How will food handlers wash their hands on site at the event? Restroom sinks are not approved food service sinks; hand sanitizer shall not be used in place of handwashing. *(Ex: Portable handsink with running water, container with spigot)*

- B. How will equipment and utensils be washed, rinsed and sanitized on site? *(Ex: 3-compartment sink or 3 portable containers)*

- C. Type of food contact surface sanitizer used? How will the concentration of the sanitizer be measured? *(Approved Concentrations: Iodine=12-25ppm, Chlorine=50-100ppm, Quaternary Ammonium=200-400ppm or per manufacturer's recommendations)*

- D. Water source? (Where is the water coming from)

- E. Where will waste-water be collected and discarded? (Not on ground or storm drain)

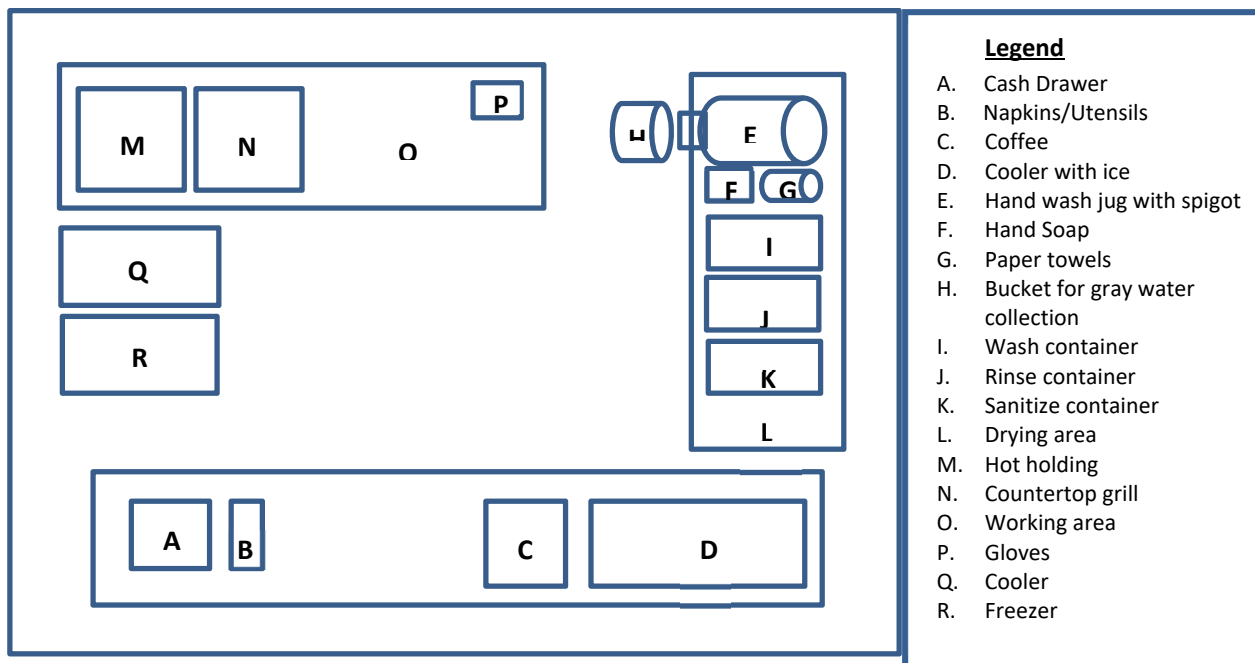
4. STRUCTURAL REQUIREMENTS (OUTDOOR OPERATION ONLY)

- A. If operating outdoors, what floor structure will be present? Temporary flooring shall be provided if the temporary booth is operating on grass, gravel, or non-paved surfaces).

- B. What type of overhead structure will be present to protect food from inclement weather? *(Ex. Tent, awning, carport)*

5. DRAWING OF LAYOUT

A. Example



B. Provide a detailed drawing of your floor plan. Show all equipment and utensils, support facilities, and serving areas.

Legend