

EVENT ORGANIZER REGISTRATION APPLICATION

This application must be submitted at least 30 days prior to the event.

PLEASE PRINT LEGIBLY

Event Name _____
Event Address _____
Date of event _____ Event hours _____
Food serving <u>start</u> and <u>end</u> times _____ Number of people expected daily _____
Will food vendors have varying serving times? Yes / No
Will this be a recurring event? Yes / No If recurring, how often: weekly monthly annually
Person(s) in Charge of event (PIC) _____
PIC Phone: _____ Fax _____ E-mail address _____
Organization Name _____
Organization Address, City, State, Zip _____

Organizers should provide basic sanitation for event attendees during the event including: adequate toilets, hand washing, and garbage and refuse containers.

- Water will be provided to food vendors from what source? (Circle Answer)
On-site spigot Hydrant meter * Vendor told to bring own water
- *If you are planning on using a hydrant meter, you must contact the local utility to flush the line and place a meter prior to the event. We will also check to make sure food grade hoses and splitters are being used.
- Sewage and gray water disposal for food vendors will be located _____
- Number of food establishments/vendors** at event _____

**By law home-based vendors (HBV's) are NOT allowed at temporary food events except for Farmers Markets.

Complete the vendor list on the back of this form and submit it at least 15 business days before event starts. Only vendors meeting the definition of a retail food establishment* will be issued a temporary food establishment license. Vendors who have not obtained a permit from the health department prior to the event will be asked to leave.**

***The definition of a "Retail Food Establishment" as defined in Rule 410 IAC 7-24 Sec. 79 is, " (a) An operation as follows that: (1) Stores, prepares, packages, serves, vends, or otherwise provides food for human consumption... (2) Relinquishes possession of food to a consumer directly or indirectly through a delivery service... (b) The term includes the following: ... (2) An operation that is conducted in a: (A) mobile; (B) stationary; (C) temporary; or (D) permanent; facility or location where consumption is on or off the premises regardless of whether there is a charge for the food..."

Please submit the food vendor list 15 business days before event begins. Food vendors will not be issued permits for the event unless their individual permit application materials are submitted at least 3 days prior to event. Please ensure food vendors have a licensed retail food establishment or approved concession trailer and a certified food handler prior to accepting them to your event. If a particular vendor will have more than one booth or tent at the event that are not connected side-by-side they must obtain a permit for each space. Vendors who have not obtained a permit from the health department prior to the event will be asked to leave.

Name of establishment	Contact person	Phone number	Email Address	Type of food to be served
1. _____	_____	(Include area code)	_____	_____
2. _____	_____		_____	_____
3. _____	_____		_____	_____
4. _____	_____		_____	_____
5. _____	_____		_____	_____
6. _____	_____		_____	_____
7. _____	_____		_____	_____
8. _____	_____		_____	_____
9. _____	_____		_____	_____
10. _____	_____		_____	_____
11. _____	_____		_____	_____
12. _____	_____		_____	_____
13. _____	_____		_____	_____
14. _____	_____		_____	_____
15. _____	_____		_____	_____
16. _____	_____		_____	_____

Signature of Person in Charge (PIC): _____ Date: _____