

EVENT ORGANIZER REGISTRATION APPLICATION

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

PLEASE PRINT LEGIBLY

Event/Festival Name _____

Event/Festival Address _____

Date of event _____ Event hours _____

Food serving start and end times _____ Number of people expected daily _____

Will this be a recurring event _____ If recurring, how often (monthly, annually, etc) _____

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

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