



Clinton County Health Department

1234 Rossville Avenue, Suite B, Frankfort, IN 46041



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Event Organizer Registration Application

This application must be submitted at least **30 days prior to the first day of the event**

Event Name: _____

Event Address: _____

Date(s) of Event: _____ Event Hours: _____

Person(s) in Charge of Event (PIC): _____

PIC Phone Number: _____ E-Mail: _____

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Food Service start and end times: _____ Number of people expected daily: _____

Approximately Number of Food Establishments/Vendors at the Event: _____

Will food vendors have varying service times? ☐ YES ☐ NO *If yes, note on vendor list*

Will this event be reoccurring? ☐ YES ☐ NO: If yes, how often? ☐ Weekly ☐ Monthly ☐ Annually

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

Will water be provided for food vendors? ☐ YES ☐ NO ☐ Vendor told to bring water

If water is to be provided, what is the approved source? ☐ Private Well ☐ Public Water Supply*

*If using a hydrant meter, you must contact the local utility to flush the line and place a meter prior to the event. Food grade hoses and splitters must be used.

Will gray water disposal be provided for food vendors? ☐ YES ☐ NO

If yes, indicate location: _____

The most updated food vendor list must be submitted at least 5 business days prior to the first day of the event via through this page two (2) form or email all five (5) pertinent information.

Person in charge signature: _____ Date: _____

Melissa M. Pearson, MD
Health Officer

Melissa Hodson-Ostler, BSN, RN
Public Health Administrator

Food vendors will not be issued permits for the event unless their individual permit application materials are submitted at least 5 days prior to the event. Please ensure all food vendors have a licensed retail food establishment, licensed commissary, licensed mobile unit, or concession trailer with a Certified Food Manager or Certified Food Handler prior to accepting them for an event. If you have a vendor that will have more than one booth/tent at the event and will not be connected side-by-side, they must obtain a permit for each space.

VENDOR LIST

[illegible]