

# Henry County Health Department

216 S. 12th Street

New Castle, Indiana, 47362-4653

[office] 765.521.7059 [fax] 765.521.7057

<https://www.in.gov/localhealth/henrycounty/contact-us/>

As the Event Coordinator for an event occurring in Henry County, please ensure the following for food vendors during the operation of your event:

1. Each food establishment must submit an application for a permit and the appropriate permit fee at least ten (10) days prior to the event start date,
2. Each food establishment should be given a copy of the Henry County Health Department's "Temporary Food Establishment Checklist" to aid them in complying with federal, state, and local food laws and rules,
3. Please submit the date and hours of the event in an email message to [environmental@henrycounty.in.gov](mailto:environmental@henrycounty.in.gov)
4. Permits will be distributed as part of the inspection process at the start of the event,
5. Issued permits must be displayed in each food establishment in public view,
6. Each food vendor is expected to comply with state and local rules, and if they have questions regarding those rules, they may contact us at 765-521-7059 or [environmental@henrycounty.in.gov](mailto:environmental@henrycounty.in.gov)

We appreciate your efforts in providing the citizens of Henry County with an organized, safe, and enjoyable event and we look forward to meeting you onsite. Please, do not hesitate to call us if you have any questions or concerns at 765-521-7059.

*Shalei Hunt*

Shalei Hunt, Director, Environmental Health