



Putnam County Health Department

P.O. Box 507
Greencastle, IN 46135
Phone: (765) 653-0203 | Fax: (765) 653-0208
putnamcountyhealth.in.gov



Event Organizer Registration Application

Application is required to be submitted at least two weeks prior to the scheduled event. With the application, **you must include a site map** showing the locations of food vendors, toilet and handwashing facilities, and trash receptacles for food vendors and patrons.

Event Information

Event/Festival Name: _____

Event/Festival Location: _____

Date(s) of event: _____

Event Hours: _____

Time food will begin being served: _____

Will you be providing potable water for food vendors for the event? ☐ Yes ☐ No

If yes, is the potable water from a private source or public source? _____

Private water sources will require a satisfactory water sample to be submitted with the application.

Event Organizer Information

Organizer Name: _____

Organizer Phone Number: _____

Organizer Email Address: _____

Acknowledgement

Event organizers of events containing food have an inherent responsibility to the public to provide a safe and healthy event. This includes ensuring that all food vendors are permitted by the Putnam County Health Department. By signing this application, I understand the responsibilities as an event organizer.

Signature: _____ Date: _____

Printed Name: _____

Please complete the vendor list on the next page. The organizer may add vendors to the list up to 5 days prior to the event by sending an email to environmental@co.putnam.in.us.

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

1. Vendor _____	Contact Name _____
Email _____	Phone _____
2. Vendor _____	Contact Name _____
Email _____	Phone _____
3. Vendor _____	Contact Name _____
Email _____	Phone _____
4. Vendor _____	Contact Name _____
Email _____	Phone _____
5. Vendor _____	Contact Name _____
Email _____	Phone _____
6. Vendor _____	Contact Name _____
Email _____	Phone _____
7. Vendor _____	Contact Name _____
Email _____	Phone _____
8. Vendor _____	Contact Name _____
Email _____	Phone _____
9. Vendor _____	Contact Name _____
Email _____	Phone _____
10. Vendor _____	Contact Name _____
Email _____	Phone _____

Additional food vendors may be attached to this application or provided via email to environmental@co.putnam.in.us at least 5 business day prior to the event.

Office Use Only

Processed by: _____ Date: _____ All Food Vendors Permitted: ☐ Yes ☐ No

Additional Info: _____