

# 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 start and end 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.

\*\*Non-Profit Organizations are not required to be inspected or carry a food handler permit but should still abide by all retail food establishment regulations.

**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 Washington County Health Department prior to the event may 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 are a licensed retail food establishment or approved concession trailer and have 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 Washington County Health Department prior to the event may be asked to leave.

<b>Name of establishment</b>	<b>Contact person</b>	<b>Phone number</b>	<b>Email Address</b>	<b>Type of food to be served</b>
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: \_\_\_\_\_