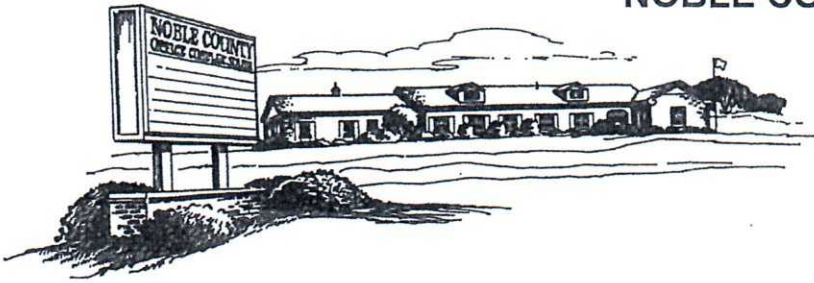


# NOBLE COUNTY HEALTH DEPARTMENT



2090 N. State Road 9, Suite C  
Albion, Indiana 46701

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## Event Organizer Registration Application

**Please Submit the front page of this registration application 30 days prior to the event.**

**Please Print**

Event/Festival \_\_\_\_\_ Organizer \_\_\_\_\_  
Name Name

Event/Festival \_\_\_\_\_ Organizer \_\_\_\_\_  
Address Address

Person in Charge \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone for person \_\_\_\_\_ Fax \_\_\_\_\_  
In Charge

E-Mail address \_\_\_\_\_

Date of Event \_\_\_\_\_

Event Hours \_\_\_\_\_ Food will be served starting at \_\_\_\_\_

Number of people expected daily \_\_\_\_\_

Is alcohol being served at this event?  YES  NO

Water will be provided from what source?  On-Site spigot  Other \_\_\_\_\_

How many **permanent** toilet facilities are available for the event patrons to use? If none, please write 0

Men \_\_\_\_\_ Women \_\_\_\_\_

Organizers should provide basic sanitation during the event including: toilets, handwashing, garbage and refuse containers.

Number of food establishments at event (Please include carnivals & beverages) \_\_\_\_\_

Number of licensed food trucks/carts \_\_\_\_\_

Number of vendors frying food on site \_\_\_\_\_

**Complete the vendor list on the back of this form. If you use a form that includes this information attach it to the registration application. Only vendors meeting the definition of a food establishment will be issued a temporary food establishment license.**

**\*\*Submit the food vendor list 10 days prior to the event. Please ensure food vendors have a licensed retail food establishment or approved concession trailer and a certified food handler.\*\***

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

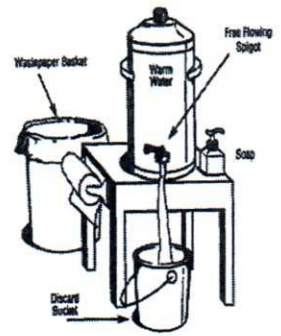
Name of establishment	Contact person	Phone number <small>-Include area code-</small>	Type of food
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TEMPORARY EVENT FOOD OPERATION CHECKLIST

- ❑ Handwashing stations must be set up in the stand or no more than ten feet from the stand and accessible at all times. Soap and paper towels must be provided at the handwashing station and set up before operation begins.
- ❑ Employees must wash hands at frequent intervals. Gloves and hand sanitizer are not a substitute for handwashing.
- ❑ A Certified Food Handler is required for certain types of food preparation
- ❑ Eating, drinking and smoking are not permitted in the stand.
- ❑ No home-prepared foods can be used or offered to the public.
- ❑ All potentially hazardous foods must be maintained above **135°F** or below **41°F** at all times. A probe thermometer is required for temperature monitoring.
- ❑ A separate container shall be set up with an approved sanitizer and used for storing and rinsing wiping cloths. Wiping cloths are to be used for sanitizing all food contact surfaces.
- ❑ Sanitizer set up: 2 tsp. chlorine bleach to 1 gallon of water equal to 100 ppm or Quat sanitizer as per manufacturers instruction equal to 200 ppm. Chemical test strips are required to monitor concentration.
- ❑ Only limited food preparation, such as seasoning and cooking shall occur on site. All other food preparation shall be conducted in a licensed establishment prior to event.
- ❑ No bare hand contact with exposed ready to eat foods. Use deli paper, tongs, spoons, spatulas or gloves.
- ❑ Foods transported from licensed establishment to event site shall be maintained as hot foods above **135°F** or cold foods below **41°F**. Foods shall be protected from contamination during transportation.
- ❑ Frozen foods must be thawed before the event or stored at **41°F** or below in an insulated cooler then cooked.
- ❑ An overhead covering shall be provided for outdoor events, over all food preparation, cooking, serving areas. Any open flame grills or fryers must be placed outside of the overhead covering in accordance with uniform fire code.
- ❑ Food products shall be shielded or covered to protect from consumer contamination through the use of lids, covers or sneeze guards.
- ❑ Flooring shall be concrete or asphalt. Stands on grass, gravel or dirt shall be covered with mats, removable platforms, duckboards or other suitable materials.
- ❑ Adequate lighting under the overhead covering must be provided for any outside evening events.
- ❑ Ice used to chill food and for packaged drinks shall not be used as ice for consumption. Do not drop bags of ice on ground to break up ice.
- ❑ All employees handling food shall wear hat, hairnet, visor or scarf.
- ❑ Vendors must have access to potable water from an approved source at all times. Vendors must provide a food-grade hose to access water.
- ❑ No grease, wastewater or food debris may be dumped in storm sewers or ditches. Properly dispose of waste according to law.

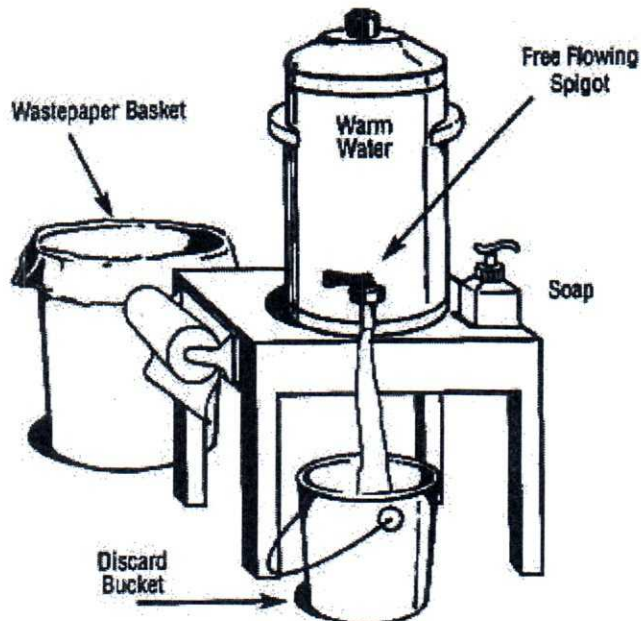




# HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site at all times. This facility must consist of, at least, a container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

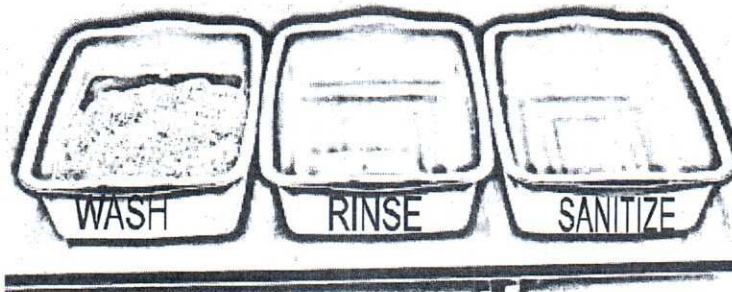
- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.



# DISHWASHING

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried. Use of disposable pans is recommended.

## PROPER SET-UP



## PROPER SANITIZER CONCENTRATIONS

Chlorine  
50-100 ppm\*

Quaternary Ammonia  
200 ppm\*

Iodine  
12.5-25 ppm\*

\* Or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.