

# Frequently asked questions about temporary events

**Q: We have a licensed retail food establishment. Can we have a cookout /tent party in the restaurant parking lot?**

A: You will need to obtain a temporary license to cook, hold and serve food in the parking lot. You will also need to register the event. You will need to operate according to the sections of 410 IAC 7-24. You can print a temporary license application and organizer registration application from our website.

**Q: We are going to take part in a festival / fair- what do we need to do?**

A: You will first need to contact the event organizer and become part of the festival or fair. You may then need to obtain a temporary food license to operate in accordance with 410 IAC 7-24. If required to obtain a license, you will also need to have a certified food handler at the event. The food handler certification must be recognized by the Conference for Food Protection. Go to [http://www.mchd.com/pdf/food\\_certfaq.pdf](http://www.mchd.com/pdf/food_certfaq.pdf)

**Q: The temporary guidelines say only limited food preparation shall occur on site. What does this mean?**

A: All food must come from an approved source; no home-prepared foods are permitted at a licensed food establishment. Only grilling, hot holding, cold holding, assembly and serving can be conducted at the event. A sandwich can be assembled or pizza can be assembled, cooked and sliced. Hot and cold holding of product is acceptable if proper guidelines are followed. All other food preparation such as chopping, mixing, thawing, making salads or egg rolls must occur in a **licensed food establishment** prior to the event. Items can be purchased pre-cut or pre-made and cooked and held at proper temperatures on site.

**Q: What is a temporary hand washing station for a food vendor?**

A: A **temporary hand washing station** must consist of, at least, running water, soap, paper towels, a discard bucket and trash can. If a sink is not available, a large thermos or container in which water is held for dispensing for hand washing can be used. The container must have a spout that allows the water to remain running without holding or pushing the dispensing mechanism. A container needs to be placed under the water container to catch the wastewater. **As a food vendor you must provide this set up in your stand.**



**Q: We are participating in a temporary event and will have two stands. Do I need two licenses?**

A: If the stands are side by side you will need only one license. If the stands are in two different locations you will need a license for each location.

**Q: Do I have to have a food handler certification to operate a temporary food establishment?**

A: A food establishment shall have a certified food handler from an accredited program, as per 410 IAC 7-24. If the vendor serves foods on the exempt foods list, a food handler certification is not

required. Exempt food items are precooked hot dogs & sausage products, popcorn or kettle corn, nachos with cheese, hot pretzels with sauce, heating and serving precooked foods, slushies, drinks or beverages, continental break items such as rolls, coffee, juice, milk, cold cereal and cookies.

Please go to our website for answers to certification questions

<http://www.in.gov/isdh/files/FAQFEB09.pdf>

**Having a food handler certification does not make you exempt from obtaining a temporary food establishment license. You may be exempt from providing a certified food handler due to the food you are serving or the tax status of your organization, however this does not exempt you from obtaining a temporary food establishment license.**

**Q: I am organizing an event where I will have food vendors. Is there anything I need to do?**

**A:** As an organizer of an event at which temporary food establishments will be operating you need to submit an organizer registration application to our office **thirty** days before the event begins. You can print this application and the organizer requirements from our website. Once the event has been registered you will receive the event registration in 5 business days. **If your food vendors meet the definition of a food establishment they will need to obtain a temporary food establishment license 48 hours before the event begins.**

**Q: I am organizing an event where our organization is the event organizer and the organization is preparing the food.**

**A:** Your organization will need to register the event thirty days prior to the event. If your organization meets the definition of a food establishment you must also obtain a temporary food establishment license 48 hours before the event begins.

**Q: I am organizing a temporary event and am concerned about providing water to vendors.**

**A:** The organizer is responsible for providing one location, at the event site, for the food vendors to obtain water for hand washing, utensil washing, and sanitizer. If there is not a spigot to obtain drinking water on-site, the organizer will have to rent a hydrant meter from the Indianapolis Water Company. The Water Company number is (317) 263-6360.

**Q: I am an event organizer and have ordered portable toilets for my event. Can hand sanitizer be used instead of renting hand-washing stations?**

**A:** Hand sanitizer is not a substitute for hand washing. Convenient handwashing facilities should be provided for event patrons and employees. Temporary facilities should include, at minimum, water provided under pressure, a retention tank for liquid waste and an adequate supply of soap and paper towels throughout the event. The stations are rented from the portable toilet companies.



