



Marion County Health Department  
Department of Food Safety  
3840 N. Sherman Drive  
Indianapolis, IN 46226  
Phone (317) 221-2222  
Fax (317) 221-3070

Dear Temporary Event Organizer:

Attached is a copy of the Registration Application for organizers of events serving food in Marion County. The ordinance requires an organizer of an event at which temporary food establishments operate to register with the Marion County Health Department (MCHD) at least 30 days prior to the event regardless of whether there is a charge for food. There is no charge for the registration. If applicable, the event organizer shall submit a site map of the event area detailing vendor locations, toilet and handwashing facilities, drinking water access for food vendors, trash receptacles for vendors and patrons.

Once you submit your registration application, you will receive a confirmation of registration within five business days. The registration will indicate the number of toilet and handwashing facilities needed for basic sanitation at the event. The registration will also note if grease containers and wastewater containers need to be provided for the food vendors. You will also need to provide trash boxes throughout the event area and next to the toilet facilities. When ordering portable toilets remember that handwashing facilities separate from the toilets are required. Hand sanitizer is not a substitute for hand washing.

Food vendors are required to obtain a temporary food service license when operating outside their licensed facility. We will only license food vendors that are listed on the registration form submitted by the organizer. The vendors may apply for their licenses Monday through Friday from 8 a.m. to 4:30 p.m., but they must obtain their licenses 48 hours before the event begins. There is a fee for the temporary license and a list of guidelines the vendors must follow as part of licensure. Licenses for temporary events must be paid in cash, cashiers check, certified check, or money order only. **Personal or company checks will not be accepted.** Only vendors meeting the definition of a food establishment will be issued a temporary food establishment license.

All temporary food vendors must have a certified food handler. Please confirm that the food vendors you invite to participate in your event meet these standards. There are also new guidelines from the Indiana State Fire Marshal regarding tent set-up for events. Contact the State Fire Marshal for details at (317) 232-2222.

It is also the organizer's responsibility to provide access to drinking water from an approved source for the duration of the event. Organizers can rent hydrant meters by calling the Indianapolis Water Company at (317) 263-6360.

This registration allows MCHD staff to ensure that food vendors are made aware of local health codes prior to the event. It will remain MCHD's responsibility to ensure that food vendors are properly licensed and that food is served in a safe and sanitary manner.

The registration application can be faxed to our office. If you have further questions regarding the registration process contact Kelli Whiting, Temporary Event Coordinator at (317) 221-2256 or visit our website at [http://www.mchd.com/fdevents\\_new.htm](http://www.mchd.com/fdevents_new.htm)



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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 Name \_\_\_\_\_ Organizer name \_\_\_\_\_

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

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

Telephone for person in charge \_\_\_\_\_ Fax \_\_\_\_\_

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? (Circle Answer) On-site spigot Hydrant meter  
**Your receipt from the water company for a hydrant meter must be submitted at least 15 days prior to the event.**

How many **permanent** toilet facilities are available for the event patrons to use? If none, please write in "0"  
Men \_\_\_\_\_ Women \_\_\_\_\_

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

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

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. The organizer may add vendors to the registration by calling (317) 221-2222.**

Please submit the food vendor list 10 business days before event begins. Please ensure food vendors have a licensed retail food establishment or approved concession trailer and a certified food handler.

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: \_\_\_\_\_