



Mail to: Department of Food & Consumer Safety
4701 N Keystone Ave, Suite 500
Indianapolis, IN 46205
Phone (317) 221-2222
Fax (317) 221-3070
Or Email To: kwhiting@marionhealth.org

Dear Temporary Event Organizer:

If you are holding an event that is open to the public where food/beverage is being served, you are required to register with the Marion County Public Health Department (MCPHD) at least 30 days prior to the event regardless of whether there is a charge for food. There is no charge for registration.

Once you submit your registration application, you will receive confirmation of registration within five business days.

Grease containers should be provided if vendors will be frying, and wastewater containers shall be provided for the food vendors to dump wastewater.

It is the organizer's responsibility to provide access to drinking water from an approved source for the duration of the event. This would include access to a spigot to hook up hoses. The water access is to be utilized by the food vendors for handwashing, sanitation, and general use in the food stand.

The list of food vendors & site map shall be submitted at a minimum of 10 days prior to the event. The event organizer is responsible for ensuring the vendors obtain their temporary licenses prior to the event.

Licensed Marion County mobile food units do not require additional licensing.

Temporary food licenses need to be obtained by the food/beverage vendors at minimum 48 hours prior to the event. Vendors coming from out of state or other counties will need to submit them 5 days prior to the event. We will only issue temporary food licenses to the vendors you as the organizer have provided.

If your event is in a city park you must register with the parks department 45 days prior. Park's Customer Service at 317.327.7275 option 2 or email indyparkscs@indy.gov

If your event is on State property you will need to contact the Indiana Dept of Health Food Protection Division: tempevents@health.in.gov State properties include, White River State Park, Military Park, Indiana State Fair Grounds, Indiana State Museum, Eiteljorg Museum, Indianapolis Zoo, NCAA, Indiana Statehouse, Indiana History Center.

There are also licensing guidelines from the City of Indianapolis Special Events. If your event is outside and you are expecting more than 250 people contact the City of Indianapolis, Special Events, 317-327-4316 or SpecialEvents@Indy.Gov@indy.gov

The registration application can be faxed or emailed to our office. If you have further questions regarding the registration process, contact Kelli Whiting, Coordinator of Temporary Food Events at (317) 221-2256 or visit our website at <http://marionhealth.org>.



**MARION COUNTY
PUBLIC
HEALTH
DEPARTMENT**

Prevent. Promote. Protect.

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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 _____

Are beverages being served over ice at this event? YES NO

Water for the vendors will be provided from what source? On-site spigot Other: _____

It is the organizer's responsibility to provide access to drinking water from an approved source for the duration of the event.

Organizers should provide basic sanitation during the event including adequate toilets, handwashing, and garbage and refuse containers. Ensure trash receptacles are placed by food vendors, temporary handwashing stations, and in common seating areas.

Number of food establishments at event (Please include carnival food stands & beverages): _____

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 up to 10 days prior to the event by calling (317) 221-2256 or sending an email to kwhiting@marionhealth.org.

****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 manager. ****

Name of Event: _____ Date of Event: _____

Name of establishment	Contact person	Email	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: _____