



## Knox County Temporary Event Registration

Dear Temporary Event Coordinator:

Attached is an event information packet for coordinators of events serving food in Knox County. The event coordinator will need to fill out and submit the Information Page 14 days before the event is to take place. The event coordinator will also need to submit a list of **all** participating food vendors with a site map of the event area detailing vendor locations, toilet and handwashing locations, and location of animals, rides, and attractions (if applicable).

Food vendors that are for-profit are required to obtain a temporary food permit when operating outside their county. We will only permit food vendors that are listed on the registration form submitted by the coordinator. The vendors or the event coordinator may apply for the permit(s) Monday through Friday from 8 a.m. to 4:00 p.m., but they must obtain their permit(s) at least 48 hours before the event begins. There is a \$22.50 per day fee for the temporary permits. **Permits for temporary events must be paid in cash or check.**

A Certified Food Handler is required for food vendors distributing any potentially hazardous foods. Please confirm that the food vendors that will be participating in your event meet this requirement. This registration allows Knox County Health Department staff to ensure that food vendors are made aware of local health codes prior to the event. It will remain the Knox County Health Department's responsibility vendors are serving food in a safe and sanitary manner.

The registration application can be mailed or emailed to our office. If you have further questions regarding the registration process contact the Knox County Health Department at 812-885-8403.



## Temporary Event Information

Please submit this event information 14 days before the event. PLEASE PRINT.

Event Name \_\_\_\_\_

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

Event Location \_\_\_\_\_

Person in charge (PIC) \_\_\_\_\_

Telephone for PIC (\_\_\_\_)\_\_\_\_-\_\_\_\_ E-mail address \_\_\_\_\_@\_\_\_\_\_

Date(s) of Event \_\_\_\_\_

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

Sources of water \_\_\_\_\_

How many **permanent** toilet facilities are available for event patrons to use?

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: \_\_\_\_\_

Number of **non-Knox county** food establishments: \_\_\_\_\_

Number of **Knox County** food establishments: \_\_\_\_\_

**Complete the vendor list on Page 3. Only vendors meeting the definition of a food establishment according to Indiana Food Code 410 IAC 7-24 will be issued a Temporary Food Permit. If you have any questions, call 812-885-8403.**



## Temporary Event Vendor Information

Event Name: \_\_\_\_\_

Submit the food informatoin with the Temporary Event Information page. Indicate whether the vendor is for Profit (P) or Non-Profit (NP). Please ensure all For-Profit food vendors have a Retail Food Establishment permit or a Temporary Food Establishment Permit and a certified food handler if serving potentially hazardous foods.

	<u>Name of Establishment</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Profit / Non-Profit</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____

Please attach additional papers if needed