



Elkhart County Health Department

## Environmental Health Services

4230 Elkhart Road Goshen, IN 46526

Phone 574-971-4600 Fax 574-971-4599

[health.elkhartcounty.com](http://health.elkhartcounty.com)

### TEMPORARY EVENT COORDINATOR'S APPLICATION

The organizer of an event at which temporary food establishments operate shall register with the Elkhart County Health Department at least thirty (30) days prior to the event. Temporary food services must be inspected and licensed prior to operating at the event. A separate coordinator application shall be submitted for each event.

**Please complete the following application and attach all information requested.**

- Each vendor will be responsible for their own license fee which is payable during their opening inspection.

#### FEE SCHEDULE

##### REGULAR FEE

Tier 1 for events one to two days in duration  
 Tier 2 for events three to seven days in duration  
 Tier 3 for events eight to fourteen days in duration

##### LATE FEE

THREE TIMES THE REGULAR FEE. This fee will apply to those food services operating without a license prior to inspection at the designated times, and food services that set up at the event after it's start date and are found operating without a license.

- Inspection times must be arranged **at least 30 days prior** to the event with the Health Department. The Health Department will do it's best to honor the requested inspection time, however it may need to be changed due to the number of vendors present, the number of Environmentalists available to do inspections, and the time of the event.
- **It is the event coordinator's responsibility to contact the vendors and inform them of the inspection time once it is confirmed with the Health Department.**
- Vendors need to be ready for inspection at the designated time unless prior arrangements have been made.
- **At no time will the Environmentalists remain after the designated inspection times for vendors who are not ready.**
- Vendors not ready for inspection at the designated times may not be able to be licensed and will need to remove their unit from the event.
- It is the event coordinator's responsibility to ensure that unlicensed vendors DO NOT operate.
- Vendors new to Elkhart County shall contact the Health Department to discuss requirements prior to the event. Licenses from other counties and states will NOT cover events in Elkhart County.
- Failure to meet these requirements may result in the inability for food vendors to be licensed and serve food at your event.
- Temporary food service guidelines are available at [health.elkhartcounty.com](http://health.elkhartcounty.com)

By providing the information below, you will assist in identifying and preventing potential health problems that may occur during your event. This event coordinator's application must be returned to our office no later than **30 days prior** to the event. **For more information call (574) 971-4600. Office hours are Monday 8:00 am to 5:00 pm and Tuesday thru Friday 8:00 am to 4:00 pm, with Environmentalists typically available between 8:00 am and 10:00 am.**

1. EVENT NAME \_\_\_\_\_

2. DATE OF EVENT \_\_\_\_\_ START TIME \_\_\_\_\_

3. DATE AND TIME REQUESTED FOR INSPECTION \_\_\_\_\_

4. EVENT LOCATION \_\_\_\_\_

5. EVENT COORDINATOR'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBERS \_\_\_\_\_

6. FOOD VENDOR OR ALTERNATE COORDINATOR'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBERS \_\_\_\_\_

7. SOURCE OF WATER SUPPLY \_\_\_\_\_

If the water supply is a well, it must pass a bacteriological test by a certified lab and the results must be forwarded to our department prior to the event.

8. SOURCE OF ELECTRICITY FOR FOOD BOOTHS \_\_\_\_\_

9. LIQUID WASTE DISPOSAL METHOD \_\_\_\_\_

10. TRASH DISPOSAL METHOD \_\_\_\_\_

11. WHERE WILL SUPPLY TRUCKS BE PARKED? \_\_\_\_\_

12. PROVIDE A COPY OF THE **TEMPORARY FOOD VENDOR INFORMATION FORM** TO EACH VENDOR AND HAVE THEM RETURN IT TO YOU. SUBMIT THE FORMS TO OUR OFFICE AS GROUP.

COORDINATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Please confirm the inspection time with our office at least 30 days prior to the event.**



Elkhart County Health Department

# TEMPORARY FOOD VENDOR INFORMATION FORM

Elkhart County Health Department  
4230 Elkhart Road, Goshen, IN 46526  
Phone: 574-971-4600  
Fax: 574-971-4599

All Food Establishments must comply with 410 IAC 7-24 and Elkhart County Food Ordinance 2005-322. THIS REQUEST MUST BE SUBMITTED TO THIS DEPARTMENT 30 DAYS PRIOR TO THE INTENDED DATE OF OPERATION. EACH QUESTION MUST BE ANSWERED IN ORDER FOR THIS REQUEST TO BE PROCESSED.

### FOOD VENDOR INFORMATION

Date of Request: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Establishment Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

### EVENT INFORMATION

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

Exact Location of Event: \_\_\_\_\_

\_\_\_\_\_  
(Street) (City) (Zip Code)

Total # of Days of Operation: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

### FACILITY INFORMATION

Type of Structure:  Trailer  Tent  Inside Building  Other: \_\_\_\_\_

Type of Water Source:  Tank  Hose from Approved Source  Other: \_\_\_\_\_

Type of Power Source:  Will plug into direct source  Generator  Other: \_\_\_\_\_

Describe wastewater holding and disposal method: \_\_\_\_\_

Will you be preparing food on site or only heating/holding and serving foods that have been previously prepared off site? \_\_\_\_\_

**IF PRE-MADE FOODS ARE NOT FROM COMMERCIAL FOOD SUPPLIERS YOU MUST SUPPLY A COPY OF THE FOOD SERVICE LICENSE FROM THE FACILITY WHERE THE FOODS ARE PREPARED.**

List your food suppliers \_\_\_\_\_

Name of Certified Food Manager: \_\_\_\_\_ Certification # \_\_\_\_\_

Please List ALL foods and beverages to be prepared, sold and served:

\_\_\_\_\_  
\_\_\_\_\_

Licensing fees are graduated in a three (3) tiered scale: 1) 1-2 days, 2) 3-7 days, and 3) 8-14 days at a single location in conjunction with a single event or celebration. Please refer to the Elkhart County Fee Ordinance for the current fee amounts. Temporary food establishment license fees must be paid by cash or check payable to **Elkhart County Treasurer at time of inspection**. Inspectors do not carry change.  
**DO NOT SEND PAYMENT BEFORE THE EVENT**

The undersigned is requesting a temporary license to operate a temporary food service establishment pursuant to ISDH Retail Food Establishment Sanitation Requirements in 410-IAC 7-24 and Elkhart County Ordinance 2005-322 Submitting this application does not guarantee a license will be issued.

Printed Name: \_\_\_\_\_

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

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