



# TEMPORARY EVENT FOOD SERVICE APPLICATION

Submit this form to the Health Department at least 7 days before the event! See box below.

Name of event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Hours: \_\_\_\_\_

Name of group/vendor serving food: \_\_\_\_\_

Person in charge of food booth: \_\_\_\_\_

Address of group/vendor: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of certified food handler: \_\_\_\_\_ Check if not required

Type of certification (circle one): ServSafe Nat'l. Registry of Food Safety Professionals Prometric

Expiration date of current certification: \_\_\_\_\_

- List all food and drinks to be served and source of product.
- **NO food prepared in the home may be served\*. This includes baked items\*.** Home base vendors (HBVs) may NOT sell foods at a fair or event. HBVs may ONLY sell their non-potentially hazardous foods at a farmer's market or roadside stand. 501(c)(3) groups are exempt from this requirement\*.

<i>MENU (list all food, drinks)</i>	<i>FOOD SOURCE (name of grocery, caterer, restaurant)</i>

**IMPORTANT: Proper hand-washing facilities MUST be provided at your booth unless ALL food is pre-packaged and unopened!**

1) How will food be cooked at the event? \_\_\_\_\_

2) Precooked food may be prepared in a registered, inspected facility ONLY. It may NOT be prepared at a private residence. How will pre-cooked cold food be re-heated to 165° ? \_\_\_\_\_

3) How will food be kept hot (above 135°F)? \_\_\_\_\_

4) How will food be kept cold (below 41°F)? \_\_\_\_\_

5) How will food be transported? \_\_\_\_\_

6) How long in transit? \_\_\_\_\_

7) How will food be protected from contamination during transportation, storage, serving & display? \_\_\_\_\_

You must submit this form **at least 7 days** in advance of the event by mail, fax, or email to:  
**Harrison County Health Department; Food Protection**  
**241 Atwood Street, Suite 200**  
**Corydon, Indiana 47112**  
**Phone: 812-738-3237 – extension 1012 Fax: 812-738-4292**  
**Email: [HarrisonCountyHealth@gmail.com](mailto:HarrisonCountyHealth@gmail.com)**

**Permit fees will be collected at the beginning of the event during a health department inspection. DO NOT SEND FEES WITH THIS APPLICATION!**

Fees are \$5.00 per day, with a maximum fee of \$25.00. Non-profit groups are exempt from fees.

\*Non-profit groups are exempt from State food rules provided they operate 15 days or less per calendar year.