



# 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: \_\_\_\_\_ Start time: \_\_\_\_\_

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

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

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

- 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 based vendors may NOT sell foods at events EXCEPT for farmer's markets or roadside stands. 501(c)(3) groups are exempt from this requirement \*.

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

**IMPORTANT: Proper hand-washing facilities MUST be provided at your booth!**

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

2) How will pre-cooked cold food be reheated to 165° F? \_\_\_\_\_

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 e-mail to:  
**Harrison County Health Department; Food Protection**  
 241 Atwood Street, Suite 200  
 Corydon, Indiana 47112  
 Phone: 812-738-3237, ext. 1013 Fax: 812-738-4292  
 E-mail: [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.



# HARRISON COUNTY HEALTH DEPARTMENT

241 ATWOOD STREET, SUITE 200; CORYDON, INDIANA 47112  
PHONE (812) 738-3237, EXTENSION 1013 — FAX (812) 738-4292

WEBSITE: [WWW.HARRISONCOUNTYHEALTH.COM](http://WWW.HARRISONCOUNTYHEALTH.COM)

Office hours: Monday – Friday, 8:00 AM – 4:30 PM

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## **Requirements for the operation of a temporary food service establishment**

410 IAC 7-24-98 “Temporary food establishment” defined

Sec. 98. “Temporary food establishment” means a retail food establishment that operates for a period of no more than fourteen (14) consecutive days in conjunction with a single event or celebration with the approval of the organizers of the event or celebration.

**No foods may be prepared in the home and brought to the site.** All foods requiring preparation/ processing must be prepared/processed on site, unless they have been prepared in another licensed establishment and properly transported.

### **BOOTHS MUST HAVE ALL OF THE FOLLOWING:**

2. Floor, walls, ceiling
  - If floor is dirt, gravel or grass, it must be covered with mats (no carpet or tarps), duckboards, or removable platforms.
  - Walls and ceiling must protect the interior from weather, windblown dust and debris, and insects or other animals. Openings must be protected by doors, windows, screens (maximum 16 mesh to 1 inch) air curtains, or other effective means, unless insects or other pests are absent due to the weather. Floor, walls, and ceilings must be weather-resistant and comply with the law (for example, regarding fire retardancy).
3. At least one person who works at the booth must be certified (unless serving only exempt foods. See About Certification of Food Handlers for a list of those foods). Certification must come from one of the following:
  - ServSafe
  - National Registry of Food Safety Professionals
  - Prometric
  - Visit our website for more information on available classes. [www.harrisoncountyhealth.com](http://www.harrisoncountyhealth.com) > Environmental Health > Food Safety > Food Safety Certification Classes
4. Handwashing facilities including warm water ( $\geq 100^{\circ}\text{F}$ ), soap, and paper towels. You may NOT use only hand sanitizer; you must have a way to wash hands.
5. Facilities for hot / cold holding of food
  - For hot holding, temperature must be at least  $135^{\circ}\text{F}$ . Hot foods must be reheated to  $165^{\circ}\text{F}$  or more.
  - For cold holding, temperature must be  $41^{\circ}\text{F}$  or less.
  - Must have probe thermometer to monitor internal temperature of food
  - If using coolers with ice for cold holding, melt water must be drained away as needed
6. Thermometers in fridges, freezers, etc. Be sure temperature stays at or below  $41^{\circ}\text{F}$ .
7. Shielded or shatter-resistant bulbs.
8. Bleach (~100 ppm) or quaternary ammonia (~200 ppm) as sanitizer; appropriate test strips. Bleach strips turn blue, quaternary ammonia strips turn green.
9. Chemicals must be labeled.
10. Hair restraints / hats / scarves, etc.
11. **NO** bare-handed contact with ready-to-eat foods. Use sticks or gloves for handling cotton candy. Use single-use gloves, tongs, spatulas, forks, spoons, deli paper, etc., for other foods.
12. The Harrison County Temporary Food Permit fee is \$5.00/day per booth, with a maximum charge of \$25.00.

**\*\* Non-profit groups are legally exempt from all of the above, unless they operate more than 15 days a year. To prevent foodborne illness, smart operators will comply with food safety rules as much as possible.**

**For-Profit Food Vendors! Be certain your food booth meets or exceeds minimum state requirements (see paper regarding Requirements for the Operation of a Temporary Food Service Establishment also)! Awnings without proper floors and walls WILL NOT BE ACCEPTED by the local health department! If you do not have the minimum state required facilities, you will be asked to leave the temporary event. DO NOT make the health department shut you down. If you aren't sure your booth will meet state requirements, call at least a week ahead! The number is shown above.**

**\*\* Non-profit groups are legally exempt from these booth requirements, unless they operate more than 15 days a year.**

### **UNACCEPTABLE FOOD BOOTH**

1. Bare grass/dirt floor;
2. No screening, etc. to keep bugs, blowing dirt or debris out;
3. Handwashing facilities?
4. Wash, rinse, sanitizing for utensils?
5. Hair restraints (hat, hairnet, scarf)?



### **ACCEPTABLE FOOD BOOTH**

1. Hard, non-absorbent floor;
2. Covered walls, screened windows to keep insects, blowing dirt, etc. out of booth; (if 3 sides are covered, you may have fans blowing out of the booth on the 4<sup>th</sup> side to blow insects away, or you must keep all food covered at all times. Physical barriers such as screens are best.)
3. Layout keeps unauthorized persons out.

Our brochure, [Food Safety at Temporary Events](http://www.harrisoncountyhealth.com/Brochure%20Food%20Safety%20at%20Temp%20Events%20letter.pdf) can be found online at <http://www.harrisoncountyhealth.com/Brochure Food Safety at Temp Events letter.pdf>



## **REGARDING FLOOR, WALLS AND CEILINGS IN TEMPORARY FOOD ESTABLISHMENTS**

### 410 IAC 7-24-399 **Surface characteristics of materials**

Sec. 399. (a) ...materials for ...floor, wall, and ceiling surfaces ...shall be as follows:

- (1) Smooth, durable, and easily cleanable for areas where retail food establishment operations are conducted.
- (3) Nonabsorbent for areas subject to moisture, such as the following:
  - (A) Food preparation areas.
  - (C) Warewashing areas.
  - (D) Employee toilet rooms.
  - (E) Mobile retail food establishment servicing areas.
- (b) In a temporary food establishment:
  - (1) if graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with:
    - (A) mats;
    - (B) removable platforms;
    - (C) duckboards; or
    - (D) other suitable materials;that are effectively treated to control dust and mud; and
  - (2) walls and ceilings may be constructed of a material that protects the interior from:
    - (A) the weather; and
    - (B) windblown dust and debris.

### 410 IAC 7-24-413 **Protected outer openings**

Sec. 413. (a) Except as specified in this section, outer openings of a retail food establishment shall be protected against the entry of insects and rodents by:

- (1) filling or closing holes and other gaps along floors, walls, and ceilings;
  - (2) closed, tight-fitting windows; and
  - (3) solid, self-closing, and tight-fitting doors.
- (d) Except as specified in subsections (b) and (e), if... a temporary retail food establishment is not provided with windows and doors as specified under subsection (a), the openings shall be protected against the entry of insects and rodents by:
- (1) sixteen (16) mesh to one (1) inch screens;
  - (2) properly designed and installed air curtains (we will accept adequately-sized fans blowing out); or
  - (3) other effective means.
- (e) Subsection (d) does not apply if flying insects and other pests are absent due to the location of:
- (1) the establishment;
  - (2) the weather; or
  - (3) other limiting conditions.

### 410 IAC 7-24-414 **Protective barriers on exterior walls and roofs**

Sec. 414. (a) Perimeter walls and roofs of a retail food establishment shall effectively protect the establishment from the:

- (1) weather; and
- (2) entry of:
  - (A) insects;
  - (B) rodents; and
  - (C) other animals.

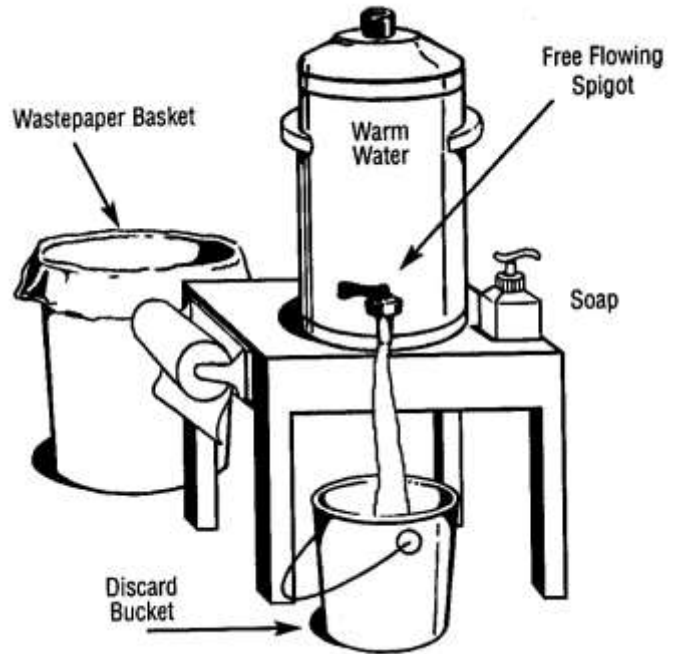
The above is from the Indiana Food Code, Retail Food Establishment Sanitation Requirements, Title 410 IAC 7-24. The complete rule can be found online at [http://www.in.gov/isdh/files/410\\_iac\\_7-24.pdf](http://www.in.gov/isdh/files/410_iac_7-24.pdf)

For complete information regarding handwashing and dishwashing requirements see 410 IAC 7-24.

# HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site **at all times**. This facility must consist of, at least, a container with 100° F potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

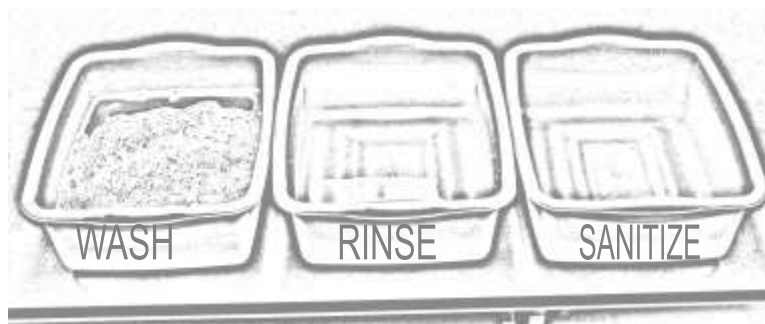
- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.



# DISHWASHING

Facilities must have provisions available to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried.

## PROPER SET-UP



## PROPER SANITIZER CONCENTRATIONS

Chlorine  
50-100 ppm\*

Quaternary Ammonia  
200 ppm\*

Iodine  
12.5-25 ppm

\* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.