



# **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: \_\_\_\_\_

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.
- Please note that groups may NOT serve ANY food prepared in their home. This includes baked items. (Non-profit groups [501(c)(3)]are exempt from this requirement.)

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

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

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

***IMPORTANT: Re-heated foods must be rapidly heated to 165°F prior to serving!***

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

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

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

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

6) 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: tracymonroe@yahoo.com

Permit fees will be collected at the beginning of the event during a health department inspection. 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.