



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	\$55.00 for events one to seven days in duration \$100.00 for events eight to fourteen days in duration
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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.
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- Inspection times must be arranged **at least 10 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 www.elkhartcountyhealth.org

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 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. ATTACH A LIST OF ALL FOOD BOOTHS WITH THE FOLLOWING:

Please do not simply state the vendors will be "the same as last year". Concession owners and contact information changes regularly.

- INDIVIDUAL NAME OF EACH BOOTH/UNIT (vendors with multiple units need to have them listed separately)
- OWNER'S NAME, ADDRESS, & PHONE NUMBER
- LIST OF FOOD ITEMS EACH BOOTH/UNIT WILL BE SERVING
- LIST OF NOT-FOR-PROFIT FOOD VENDORS

COORDINATOR SIGNATURE _____ DATE _____

Please confirm the inspection time with our office at least 10 days prior to the event.