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Aixsa Perez, M.D.
Health Officer

COORDINATOR’S APPLICATION FOR A TEMPORARY EVENT

A separate coordinator application shall be submitted for each event. The temporary event coordinator shall complete this application and return it along with the following items in one “event” packet at least 30 days prior to the event:

- A detailed site map that clearly shows the location of all food booth vendors, supply trucks, public restrooms, hand wash stations, garbage areas, grease and liquid waste dumping stations (if provided by coordinator).
- Each vendor will be responsible for their own license fee which is payable during their opening inspection.

FEE SCHEDULE

REGULAR FEE \$40.00 for events one to seven days in duration
 \$70.00 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.

Office hours are Monday 8:00 am to 5:00 pm and Tuesday thru Friday 8:00 am to 4:00 pm.

It is the event coordinator’s responsibility to ensure vendors are ready for licensing at the designated time. Inspection times must be arranged at least 10 days prior to the event with the Health Department. These times will be set by the Health Department and will be determined by the number of vendors present, the number of Environmentalists available to do inspections and the time of the event. Licensing inspections will not be performed prior to 8:00 am or be started after 3:30 pm without proper advance arrangements being made. Vendors must be ready for inspection at the designated time unless prior arrangements have been made. Vendors not ready for inspection at the designated times will not be licensed and will need to remove their unit from the event. At no time will the Environmentalists wait for the vendors to be ready for inspections. Vendors that have not been inspected shall not open and operate. It is the event coordinator’s responsibility to ensure that unlicensed vendors DO NOT operate. Failure to meet these requirements may result in the inability for food vendors to be licensed and serve food at your event. Vendors that operate without a license will be subject to fines and penalties.

By providing the information below, you will assist in identifying and preventing potential health problems that might occur during your event. This event coordinators application must be returned to our office no later than 30 days prior to the event. For more information call (574) 875-3391. Office hours are Monday 8:00 am to 5:00 pm and Tuesday thru Friday 8:00 am to 4:00 pm.

1. EVENT NAME _____

2. DATES AND TIMES OF EVENT _____

3. EVENT LOCATION _____

4. EVENT COORDINATOR'S NAME _____

ADDRESS _____

PHONE NUMBERS _____ EMAIL _____

5. FOOD OR ALTERNATE COORDINATOR'S NAME _____

ADDRESS _____

PHONE NUMBERS _____ EMAIL _____

6. NUMBER OF ANTICIPATED FOOD BOOTHS _____

7. TIME AND DATE OF FOOD BOOTH SET UP _____

8. SOURCE OF WATER SUPPLY _____

9. LIQUID WASTE DISPOSAL METHOD _____

10. SOURCE OF ELECTRICITY FOR FOOD BOOTHS _____

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

- INDIVIDUAL NAME OF EACH BOOTH
- OWNERS NAME, ADDRESS & PHONE NUMBER
- PROPOSED MENU

12. ATTACH A DETAILED MAP SHOWING THE LAY OUT OF FOOD BOOTHS, SUPPLY TRUCK, PUBLIC RESTROOMS, HAND WASH FACILITIES, GARBAGE AREAS, GREASE AND WASTE DUMPING LOCATIONS, ETC.

COORDINATOR SIGNATURE _____ DATE _____