Knox County Health Department 328 N 2nd Street Suite 100

Vincennes, Indiana 47591

Phone - 812-882-8080

Email - thayden@knoxcounty.in.gov

**Dubois**

**County Temporary**

**Knox County Temporary Event Registration**

Dear Temporary Event Coordinator:

Attached is an event information packet for coordinators of events serving food in Knox County. The event coordinator will need to fill out and submit the Information Page 14 days before the event is to take place. The event coordinator will also need to submit a list of **all** participating food vendors with a site map of the event area detailing vendor locations, toilet and handwashing locations, and location of animals, rides, and attractions (if applicable).

Food vendors that are for-profit are required to obtain a temporary food permit when operating outside their county. We will only permit food vendors that are listed on the registration form submitted by the coordinator. The vendors or the event coordinator may apply for the permit(s) Monday through Friday from 8 a.m. to 4:00 p.m., but they must obtain their permit(s) at least 48 hours before the event begins. There is a

$50.00 per day fee for the temporary permits. Permits for temporary events must be paid in cash or check.

A Certified Food Handler is required for food vendors distributing any potentially hazardous foods. Please confirm that the food vendors that will be participating in your event meet this requirement. This registration allows Knox County Health Department staff to ensure that food vendors are made aware of local health codes prior to the event. It will remain the Knox County Health Department’s responsibility vendors are serving food in a safe and sanitary manner.

The registration application can bemailed or emailed to our office. If you have further questions regarding the

Dubois

812)481

(

faxed

registration process contact the

***The Dubois County Health Department is committed to prevetion efforts that promote and protect our communities***

Knox

County Health Department at 812-882-8080.



# Temporary Event Information

**Please submit this event information 14 days before the event. PLEASE PRINT.**

Event Name

Organizer Name

Event Location

Person in charge (PIC)

Telephone for PIC ( ) - E-mail address @

Date(s) of Event

Event hours Food will be served starting at

Sources of water

How many **permanent** toilet facilities are available for event patrons to use? Men Women

Organizers should provide basic sanitation during the event including: adequate toilets, handwashing, and garbage and refuse containers.

Number of food establishments at event:

Number of **non-Knox county**food establishments:

Number of

**Dubois**

**Knox County** food establishments:

**Complete the vendor list on Page 3. Only vendors meeting the definition of a food establishment according to Indiana**

**812 7055.**

**Food Code 410 IAC 7-24 will be issued a Temporary Food Permit. If you have any questions, call**

812-882-8080.



# Temporary Event Vendor Information

**Event Name:**

**Submit the food informatoin with the Temporary Event Information page. Indicate whether the vendor is for Profit**

**(P) or Non-Profit (NP). Please ensure all For-Profit food vendors have a Retail Food Establishment permit or a Temporary Food Establishment Permit and a certified food handler if serving potentially hazardous foods.**

**Name of Establishment Contact Person Phone Number Profit / Non-Profit**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

**Please attach additional papers if needed**