



MADISON COUNTY HEALTH DEPARTMENT

Dr. William VanNess, Health Officer

Event Organizer Registration Application

This application must be submitted at least 30 days prior to the event.

Event Name: _____

Event Address: _____

Date(s) of Event: _____

Event Hours: _____

Person(s) in Charge of Event (PIC): _____

PIC Phone Number: _____

E-Mail: _____

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Food Service start and end times: _____

Number of Food Establishments/Vendors at the Event: _____

Will food vendors have varying service times? YES NO *If yes, note on vendor list*

Will this event be reoccurring? YES NO | If yes, how often? Weekly Monthly Annually

**Organizers should provide basic sanitation for event attendees during the event including:
adequate toilets, hand washing, and garbage and refuse containers.**

206 E 9th St #200
Anderson, IN 46016
(765) 641-9524

Will water be provided for food vendors? YES NO Vendor told to bring water

If water is to be provided, what is the approved source? Private Well Public Water Supply*

*If using a hydrant meter, you must contact the local utility to flush the line and place a meter prior to the event. Food grade hoses and splitters must be used.

Will gray water disposal be provided for food vendors? YES NO

If yes, indicate location: _____

The final vendor list must be submitted at least 15 business days prior to the event. See page two (2) for vendor information.

PIC Signature: _____

Date: _____

Food vendors will not be issued permits for the event unless their individual permit application materials are submitted at least 3 days prior to the event. Please ensure all food vendors have a licensed retail food establishment, licensed commissary, licensed mobile unit, or concession trailer with a Certified Food Manager prior to accepting them for an event. If you have a vendor that will have more than one booth/tent at the event and will not be connected side-by-side, they must obtain a permit for each space. Please check if the vendor is a Home-Based Vendor (HBV). All HBV's must comply with the requirements of HEA 1149.

