Marion County Public Health Department
Department of Food and Consumer Safety
4701 N Keystone Ave., Suite 500
Indianapolis, IN 46205
Phone (317) 221-2222
Fax (317) 221-3070

Dear Temporary Food Service Vendor:

As a temporary food vendor you will need to contact the event organizer of the event for which you would like to participate. The organizer is required to register a list of food and beverage vendors to the health department 30 days before the event. Only vendors that are on the organizers registration list will be licensed.

It is your responsibility to obtain a temporary license to serve food outside of a retail food establishment. You must obtain your temporary license 48 hours before the event begins. You are also responsible for obtaining a separate license for each location at the event. The license is $40.00 for the first day and $13.00 each additional day of operation. The additional days must be consecutive days of operation. Proof of a certified food handler must be provided at the time of license application or at the event to avoid citations, menu limitations or closure.

A temporary vendor without a locally licensed retail food establishment must have a licensed base of operation from which to operate during the event. This would include a fully equipped trailer with water under pressure, mechanical refrigeration, hot water heater, three-compartment sink with drain boards, liquid wastewater retention tank, and a separate handsink. Any concession trailer not previously approved by the Department of Food & Consumer Safety must obtain approval before a license will be granted.

All vendors must follow the guidelines listed for operating a temporary food establishment. Food must be obtained from a licensed food establishment or processor. No home-prepared foods are allowed. Only grilling, hot holding, assembly and serving of product may occur on-site. Any food processing such as slicing, grating, thawing, chopping or mixing must occur at a licensed retail food establishment, in an approved event trailer or purchased already pre-made.

Each temporary food establishment must set up a temporary hand washing station in the vendor booth. The separate hand washing station must be set up in an accessible area and in use before any food preparation is conducted. The minimum requirement for a hand washing station is a container with a turn value spigot to provide running water, wastewater container, soap and paper towels. You must provide an area to wash, rinse and sanitize your dishware and utensils. The three-compartment dish washing set-up must be large enough to submerge the largest piece of dishware or utensil. Utilize disposable pans in order to eliminate the need to wash large amounts of dishware.

Please review enclosed guidelines for operation at a temporary event and set-up accordingly. Lack of proper set-up can result in stand closure or other possible penalties. If you have further questions regarding temporary food service licensing contact Kelli Whiting, Coordinator of Temporary Events at (317) 221-2256 or kwhiting@marionhealth.org.

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Temporary Food Service Establishment Application for License

Application and fee must be submitted to the Department of Food & Consumer Safety at least 48 hours prior to the intended date of operation.

Applicant Information (License will be mailed to this address)

Date of application: _____Name of applicant:_____

Establishment or organization:_____

Establishment or organization address:_____

City, State, and Zip: _____Establishment phone#:_____-_____

Mobile phone#: _____-_____ E-mail:_____

Name of event: _____

Address of Event: _____

Dates & Times of operation:
_____
_____

Facility Information (place a √ next to your answer)

Type of Structure:	Trailer	Tent	Cart	Inside Building
Type of Power Source:	Will plug into source	Generator	None needed	
Type of Handwashing:	Sink	Thermos with spigot	Urn	Other: _____
Type of Dishwashing:	Three-compartment sink	Tubs/buckets		Other: _____

Certified Food Handler documentation must be provided at the time of application or at the event to avoid menu limitations, citations or closure.

Please provide the following information:

Name of Certified Food Handler: _____ Certificate Number:_____

Certificate expiration date: _____ Type of Certification:_____

410 IAC 7-24 requires a food establishment employ a certified food handler based on menu/operation.

Food Product Information (this area must be completed. A separate sheet may be attached)

List all food and beverages to be prepared and served: _____

List food items that will be prepared at other locations and brought to the event_____

List the location at which above listed foods will be prepared and stored_____

License Fees (This is a non-refundable fee*)

1 day……. $40.00	*4 day……$79.00*	*7 day……..$118.00*	*10 day……..$157.00*	*13 day……..$196.00*
2 day……..$53.00	*5 day……$92.00*	*8 day……..$131.00*	*11 day……..$170.00*	*14 day……..$209.00*
3 day……..$66.00	*6 day……$105.00*	*9 day……..$144.00*	*12 day……..$183.00*	

* Fee schedule is per event, per location, on consecutive days only.

The undersigned applies for a license to operate a temporary food service establishment pursuant to retail food establishment sanitation requirements in 410 IAC 7-24. The undersigned certifies receipt of the conditions of operation, and that the establishment will be operated and maintained in accordance with these conditions.

Temporary food establishment license fees must be paid by:
cash, cashiers check, certified check, or money order payable
to: ***Health and Hospital Corporation*.**
Personal or company checks will not be accepted.

For office use only.

License number: _____

Approver: _____

Applicant's Signature:_____ Date _____

TEMPORARY EVENT VENDOR OPERATION CHECKLIST

STAND SET-UP /REQUIREMENTS

- ○ Provide overhead covering for food preparation, cooking and servicing areas at outdoor events. Open flame grills/fryers must be placed outside of overhead covering in accordance with uniform fire code.
- ○ Provide adequate lighting for outside evening events.
- ○ Stands not on concrete or asphalt will need to provide ground cover, such as mats, duckboards or other suitable materials.
- ○ Vendors must have access to potable water from an approved source at all times.
- ○ Vendors must provide a food-grade hose to access water.
- ○ Grease, wastewater or food debris must be properly disposed of. Wastewater may not be dumped on the ground or in storm sewers.
- ○ Handwashing stations must be set up prior to operation, no more than ten feet from the stand and accessible. Soap, paper towels and a catch bucket must be provided. (see reverse for recomended set-up)
- ○ Provide an approved sanitizer for use with wiping cloths. Provide test strips for sanitizer. Sanitizer in a spray bottle must be used with disposable towels.

FOOD TRANSPORTATION

- ○ Only limited food preparation, such as seasoning and cooking shall occur on site. Additional food preparation and thawing shall be conducted in a licensed establishment prior to event.
- ○ Potentially hazardous foods shall be maintained below 41°F or above 135°F during transport and at the event. Provide adequate hot and cold holding equipment.
- ○ Provide a probe thermometer for monitoring temperatures.
- ○ Ice used to cool foods or drinks cannot be used for drink ice. Do not break up ice by dropping it on the ground.
- ○ Home prepared foods cannot be used or offered to the public.

FOOD OPERATION

- ○ A Certified Food Handler is required for certain types of food preparation.
- ○ Food products shall be shielded or covered to protect from consumer contamination through the use of lids, covers or sneeze guards.
- ○ Employees must wash hands prior to food handling and at frequent intervals.
- ○ Gloves and hand sanitizer are not a substitute for handwashing.
- ○ Ready to eat foods cannot be handled with bare hands. Deli paper, utensils, disposable gloves or other barrier must be used.
- ○ All employees handling food shall wear hair restraints.
- ○ Eating, drinking and smoking are not permitted in the stand.
- ○ Employee beverages shall be in a cup with a lid and a straw or tight fitting lid and stored away from food preparation areas.

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HANDWASHING STATION SET-UP

