



**Mail to: Department of Food & Consumer Safety**  
4701 N Keystone Ave, Suite 500  
Indianapolis, IN 46205  
Phone (317) 221-2222  
Fax (317) 221-3070  
Or Email To: [kwhiting@marionhealth.org](mailto:kwhiting@marionhealth.org)

Dear Temporary Event Organizer:

If you are holding an event that is open to the public where food/beverage is being served, you are required to register with the Marion County Public Health Department (MCPHD) at least 30 days prior to the event regardless of whether there is a charge for food. There is no charge for registration.

Once you submit your registration application, you will receive confirmation of registration within five business days.

Grease containers should be provided if vendors will be frying, and wastewater containers shall be provided for the food vendors to dump wastewater.

It is the organizer's responsibility to provide access to drinking water from an approved source for the duration of the event. This would include access to a spigot to hook up hoses. The water access is to be utilized by the food vendors for handwashing, sanitation, and general use in the food stand.

The list of food vendors & site map shall be submitted at a minimum of 10 days prior to the event. The event organizer is responsible for ensuring the vendors obtain their temporary licenses prior to the event.

Licensed Marion County mobile food units do not require additional licensing.

Temporary food licenses need to be obtained by the food/beverage vendors at minimum 48 hours prior to the event. Vendors coming from out of state or other counties will need to submit them 5 days prior to the event. We will only issue temporary food licenses to the vendors you as the organizer have provided.

If your event is in a city park you must register with the parks department 45 days prior. Park's Customer Service at 317.327.7275 option 2 or email [indyparkscs@indy.gov](mailto:indyparkscs@indy.gov)

If your event is on State property you will need to contact the Indiana Dept of Health Food Protection Division: [tempevents@health.in.gov](mailto:tempevents@health.in.gov) State properties include, White River State Park, Military Park, Indiana State Fair Grounds, Indiana State Museum, Eiteljorg Museum, Indianapolis Zoo, NCAA, Indiana Statehouse, Indiana History Center.

There are also licensing guidelines from the City of Indianapolis Special Events. If your event is outside and you are expecting more than 250 people contact the City of Indianapolis, Special Events, 317-327-4316 or [SpecialEvents@Indy.Gov@indy.gov](mailto:SpecialEvents@Indy.Gov@indy.gov)

The registration application can be faxed or emailed to our office. If you have further questions regarding the registration process, contact Kelli Whiting, Coordinator of Temporary Food Events at (317) 221-2256 or visit our website at <http://marionhealth.org>.



**MARION COUNTY  
PUBLIC  
HEALTH  
DEPARTMENT**

Prevent. Promote. Protect.

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## EVENT ORGANIZER REGISTRATION APPLICATION

**Please submit the front page of this registration application 30 days prior to the event.**

**PLEASE PRINT**

Event/Festival \_\_\_\_\_ Organizer \_\_\_\_\_  
Name name

Event/Festival \_\_\_\_\_ Organizer \_\_\_\_\_  
Address address

Person in charge \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone for person \_\_\_\_\_ Fax \_\_\_\_\_  
in charge

E-mail address \_\_\_\_\_

Date of event \_\_\_\_\_

Event hours \_\_\_\_\_ Food will be served starting at \_\_\_\_\_

Number of people expected daily \_\_\_\_\_

Are beverages being served over ice at this event?  YES  NO

Water for the vendors will be provided from what source?  On-site spigot  Other: \_\_\_\_\_

It is the organizer's responsibility to provide access to drinking water from an approved source for the duration of the event.

Organizers should provide basic sanitation during the event including adequate toilets, handwashing, and garbage and refuse containers. Ensure trash receptacles are placed by food vendors, temporary handwashing stations, and in common seating areas.

Number of food establishments at event (Please include carnival food stands & beverages): \_\_\_\_\_

**Complete the vendor list on the back of this form. If you use a form that includes this information attach it to the registration application. Only vendors meeting the definition of a food establishment will be issued a temporary food establishment license. The organizer may add vendors to the registration up to 10 days prior to the event by calling (317) 221-2256 or sending an email to [kwhiting@marionhealth.org](mailto:kwhiting@marionhealth.org).**

**\*\*Submit the food vendor list 10 days prior to the event. Please ensure food vendors have a licensed retail food establishment or approved concession trailer and a certified food manager. \*\***

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of establishment	Contact person	Email	Type of food
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
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16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_