

EVENT ORGANIZER REGISTRATION APPLICATION

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

BCHD contact: 765-483-4458 or bcenvironmental@co.boone.in.us

Event/Festival Name _____
Event/Festival Address _____
Date of event _____ Event hours _____
Food serving start and end times _____ Number of people expected daily _____
Will this be a recurring event _____ if recurring, how often (monthly, annually, etc) _____
Person(s) in Charge of event (PIC) _____
PIC Phone _____ Email Address _____
Organization Name _____
Is this a non-profit 501(c)(3) event? _____ if yes, contact our office 765-483-4458.*
*Documentation of 501(c)(3) organization must be provided with application.

Note: All food vendors must have a hand washing station. A temporary hand washing station consists of a running spicket, paper towels, and hand soap. Hand sanitizer is NOT an acceptable hand washing method. Vendors without proper hand washing will be asked to leave the event.

Please submit the food vendor list on the back of this form 15 business days prior to the event. Food vendors will not be issued permits for the event unless their individual permit application materials are submitted at least 7 days prior to the event. All food vendors must have a proper permit from the Boone County Health Department prior to the event or they will be asked to leave.

HOME BASED VENDORS: List ALL food vendors on the list that will be attending the event, including home-based vendors. Home based vendors must provide an ANSI approved food handler certificate 7 days prior to the event to the Boone County Health Department.