



Marion County Health Department
Department of Food Safety
3840 N. Sherman Drive
Indianapolis, IN 46226
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. **All temporary food establishments must have at least one certified food handler.** You need to submit a copy of your certification when applying for your license.

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 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, Temporary Event Coordinator at (317) 221-2256.



Marion County Health Department
Department of Food Safety
3840 N Sherman Drive
Indianapolis, IN 46226
Phone (317) 221-2240

Temporary Food Service Establishment Application for License

Application and fee must be submitted to the Department of Food 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 number: _____ Home phone: _____

E-mail _____ Retail Establishment License Number (if applicable) _____

Event Information

Name of event: _____ Date of event: _____

Address of event: _____ Number of days of operation: _____

Time food will be served: From _____ to _____

Facility Information (Circle answers)

Type of Structure:	Trailer	Tent	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: _____

Name of certified Food Handler: _____ Copy of Certificate received Y N

In accordance with 410 IAC 7-24 each food establishment must employ a certified food handler.

Food Product Information (this area must be completed)-

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 _____

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

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

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

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.

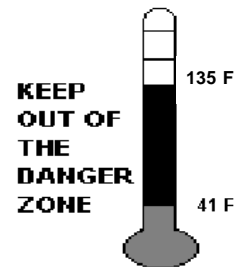
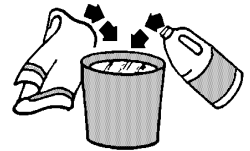
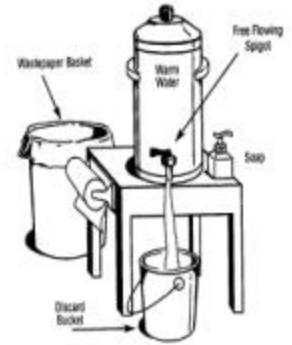
The undersigned applies for a license to operate a temporary food service establishment pursuant to retail food establishment sanitation requirements in 410 IAC 7-24. The undersigned certifies receipt of the conditions of operation, and that the establishment will be operated and maintained in accordance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

Applicant's Signature _____ Date _____

For office use only.
License number: _____
Approved: _____

TEMPORARY EVENT FOOD OPERATION CHECKLIST

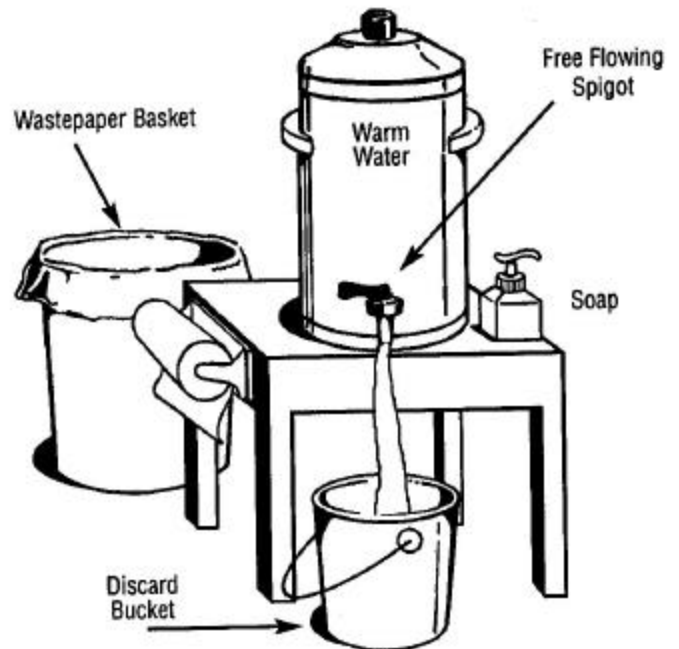
- ❑ Handwashing stations must be set up in the stand or no more than ten feet from the stand and accessible at all times. Soap and paper towels must be provided at the handwashing station and set up before operation begins.
- ❑ Employees must wash hands at frequent intervals. Gloves and hand sanitizer are not a substitute for handwashing.
- ❑ Eating, drinking and smoking are not permitted in the stand.
- ❑ No home-prepared foods can be used or offered to the public.
- ❑ All potentially hazardous foods must be maintained above **135° F** or below **41° F** at all times. A probe thermometer is required for temperature monitoring.
- ❑ A separate container shall be set up with an approved sanitizer and used for storing and rinsing wiping cloths. Wiping cloths are to be used for sanitizing all food contact surfaces.
- ❑ Sanitizer set up: 2 tsp. chlorine bleach to 1 gallon of water equal to 100 ppm or Quat sanitizer as per manufacturers instruction equal to 200 ppm. Chemical test strips are required to monitor concentration.
- ❑ Only limited food preparation, such as seasoning and cooking shall occur on site. All other food preparation shall be conducted in a licensed establishment prior to event.
- ❑ No bare hand contact with exposed ready to eat foods. Use deli paper, tongs, spoons, spatulas or gloves.
- ❑ Foods transported from licensed establishment to event site shall be maintained as hot foods above **135° F** or cold foods below **41° F**. Foods shall be protected from contamination during transportation.
- ❑ Frozen foods must be thawed before the event or stored at **41° F** or below in an insulated cooler then cooked.
- ❑ An overhead covering shall be provided for outdoor events, over all food preparation, cooking, serving areas. Any open flame grills or fryers must be placed outside of the overhead covering in accordance with uniform fire code.
- ❑ Food products shall be shielded or covered to protect from consumer contamination through the use of lids, covers or sneeze guards.
- ❑ Flooring shall be concrete or asphalt. Stands on grass, gravel or dirt shall be covered with mats, removable platforms, duckboards or other suitable materials.
- ❑ Adequate lighting under the overhead covering must be provided for any outside evening events.
- ❑ Ice used to chill food and for packaged drinks shall not be used as ice for consumption. Do not drop bags of ice on ground to break up ice.
- ❑ All employees handling food shall wear hat, hairnet, visor or scarf.
- ❑ Vendors must have access to potable water from an approved source at all times. Vendors must provide a food-grade hose to access water.
- ❑ No grease, wastewater or food debris may be dumped in storm sewers or ditches. Properly dispose of waste according to law.



HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site at all times. This facility must consist of, at least, a container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.



DISHWASHING

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried. Use of disposable pans is recommended.

PROPER SET-UP



PROPER SANITIZER CONCENTRATIONS

Chlorine
50-100 ppm*

Quaternary Ammonia
200 ppm*

Iodine
12.5-25 ppm*

* Or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.