

**JEFFERSON COUNTY HEALTH DEPARTMENT**

715 Green Road

Madison, IN 47250

Phone (812) 273-1942 Fax (812) 273-1955

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**TEMPORARY EVENT  
ORGANIZERS REGISTRATION APPLICATION**

**IMPORTANT:** To avoid suspension of your event and possible court action, you must register with the Jefferson County Health Department **30** days prior to the event.

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EVENT/FESTIVAL NAME: \_\_\_\_\_

EVENT/FESTIVAL LOCATION: \_\_\_\_\_

ORGANIZER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMERGENCY CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

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**THE FOLLOWING QUESTIONS MUST BE ANSWERED**

DATE AND TIME OF EVENT: \_\_\_\_\_

VENDOR SET UP DATE AND TIME: \_\_\_\_\_

NUMBER OF FOOD AND BEVERAGE STANDS: \_\_\_\_\_

HOW MANY TOILETS ARE AVAILABLE FOR THE EVENT PATRONS TO USE?

NONE: \_\_\_\_\_ MEN: \_\_\_\_\_ WOMEN: \_\_\_\_\_

ORGANIZERS SHALL PROVIDE ADEQUATE TOILET, HAND WASHING, GARBAGE, GREY WATER, AND REFUSE CONTAINERS FOR THE EVENT

**\*\*All grease, food waste, and grey water must be disposed of according to all applicable laws\*\***

Jefferson County Food Ordinance 2013-03, Section 2: Permits, states it is unlawful for a Person to operate any Temporary Food Establishment in Jefferson County, without first obtaining a valid Permit from the Health Officer. Only persons who comply with the applicable requirements of 410 IAC 7-24 will be entitled to obtain and keep a Permit.

PLEASE COMPLETE THE LIST ON THE REVERSE SIDE OF THIS FORM, IDENTIFYING EACH STAND, STAND CONTACT PERSON AND CONTACT PHONE NUMBER. IF YOU USE A FORM THAT INCLUDES THIS INFORMATION, YOU MAY ATTACH IT TO THE REGISTRATION APPLICATION.

**NAME OF ESTABLISHMENT**

**CONTACT PERSON**

**PHONE NUMBER**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
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- 19) \_\_\_\_\_
- 20) \_\_\_\_\_
- 21) \_\_\_\_\_
- 22) \_\_\_\_\_
- 23) \_\_\_\_\_
- 24) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_