

Sandra Deausy, M.D.
Health Officer
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Administrator



EVENT APPLICATION

This completed event application is due in the Health Department at least **30 Days prior** to the opening date of the event.

APPLICATIONS FOR VENDORS' TEMPORARY RETAIL ESTABLISHMENT PERMITS
MUST BE RECEIVED AT LEAST **7 DAYS PRIOR** TO THE EVENT.

Application Date _____ E-Mail Address: _____

Event Name _____

Event Location _____
(Address if applicable)

City _____

Event Coordinator _____ Phone _____ E mail _____

Person in Charge _____ Phone _____ E mail _____
(of organizing the food booths)

Opening Date of Event _____ Start Time _____

Days / Hours of Operation _____

Source of water supply _____. If the water supply is a well, the satisfactory results must be forwarded from a bacteriological test by a certified lab prior to the event.

Source of electricity for food vendors _____

Waste water disposal location _____

◆ ◆ ◆ ◆
PLEASE COMPLETE THE LIST ON THE REVERSE SIDE IDENTIFYING EACH FOOD VENDOR,
CONTACT PERSON, AND PHONE NUMBER FOR THE VENDOR. IF VENDOR IS NON-PROFIT PLEASE
LIST.

(NON PROFITS DO NOT NEED A TEMPORARY APPLICATION OR LICENSE).

The LaPorte County Retail Food Establishment & Bed and Breakfast Establishment Ordinance #13-15 states: Permits, "It is unlawful for a person to operate any Bed and Breakfast, Food establishment or food store or other food vendor in LaPorte County, without first obtaining a valid permit from the Health Officer."



VENDOR NAME	CONTACT PERSON	PHONE NUMBER	E MAIL
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1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

- ❖ VENDORS NOT READY AT THE DESIGNATED TIMES MAY NOT BE ABLE TO BE LICENSED AND WILL NEED TO REMOVE THEIR UNIT FROM THE EVENT.
- ❖ IT IS THE EVENT COORDINATOR'S RESPONSIBILITY TO ENSURE THAT UNLICENSED VENDORS DO NOT OPERATE.
- ❖ Temporary food service guidelines are available at www.laporteco.in.gov
- ❖ FAILURE TO MEET THESE REQUIREMENTS MAY RESULT IN THE INABILITY FOR FOOD VENDORS TO BE LICENSED AND SERVE FOOD AT YOUR EVENT

Signature _____

Date _____