

## WARRICK COUNTY HEALTH DEPARTMENT

Environmental Division

107 West Locust Street – Suite 204 – Boonville, Indiana 47601

The Code of Ordinances of Warrick County, Indiana, has been amended to include a new chapter 137, entitled “Special Events”. The ordinance became effective June 30, 2023.

Special Event means an event or gathering, including farmer’s markets, that involves the sale or distribution of food or beverages on streets, sidewalks, alleys, or other public places or public property, or on private property where otherwise prohibited by law.

Event Organizer means a Person, party, or entity that oversees, supervises, or organizes a Special Event and /or that has submitted an application for the registration.

Ordinance 2023-10 requires event organizers to register their special event with the Warrick County Health Department (WCHD) and receive a permit at least 30 days prior to the event. There is no charge for the registration; however, failure to submit registration may result in fines.

This registration allows WCHD to ensure that food vendors are made aware of local permitting requirements, local and state food codes, and guidelines prior to the event.

Please complete the following enclosed forms and return to the Warrick County Health Department at least 30 days prior to the temporary event.

1. Special Event Registration Application
2. A comprehensive list of all Food Establishments, Home Based Vendors, Mobile Food Vendors, and/or Temporary Food Establishments who will be at the Special Event selling or distributing food or beverages.
3. A site plan drawn to scale with existing streets, sidewalks, and buildings identified, showing the location of the Special Event and identifying by name where any Food Establishments, Home Based Vendors, Mobile Food Vendors, or Temporary Food Establishments will be located.

Event Organizers of special events have an inherent responsibility to the public to provide a safe and healthy event. WCHD also has similar responsibilities and needs information in order to provide the proper resources to support a safe and healthy event in your community.

Food Vendors are required to obtain the appropriate food permit by WCHD at least 7 days prior to operating at the event. We request that you inform all food vendors participating at the event to contact the WCHD for information on event permitting and setup requirements.

The Special Event Registration Application forms may be faxed to the WCHD at (812 )897-6105, mailed to Warrick County Health Department 107 W. Locust, Suite 204, Boonville, IN. 47601, or emailed to [tlatham@warrickcounty.gov](mailto:tlatham@warrickcounty.gov).

Thank you for your cooperation.

Warrick County Health Department

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## Special Event Registration Application

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

Application Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Organizer Name: \_\_\_\_\_

Event Organizer Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Food Service start and end times: \_\_\_\_\_ Number of people expected daily: \_\_\_\_\_

Number of Food Establishments/Vendors at the Event: \_\_\_\_\_

Will food vendors have varying service times?  YES  NO \* If yes, note on vendor list\*

Will this event be recurring?  YES  NO If yes, how often?  Weekly  Monthly  Annually

**Organizers should provide basic sanitation for event attendees during the event including:**

**adequate toilets, hand washing, and garbage and refuse containers.**

Will water be provided for food vendors?  YES  NO  Vendor told to bring water

If water is to be provided, what is the approved source?  Private Well  Public Water Supply

Will gray water disposal be provided for food vendors?  YES  NO

If yes, indicate location: \_\_\_\_\_

**The final vendor list must be submitted at least 30 business days prior to the event. See page two (2) for vendor information.**

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

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

**Services provided on-site to Food Vendors continued** (Check all that apply. Add attachment if explanation is necessary)

**Electricity:**

- No electricity will be supplied on site.
- Access to electricity will be provided on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use generators on site.

**Trash / Refuse:**

- Trash receptacles will be provided throughout the public.
- Dumpster will be provided on site for vendor and public trash removal.  
How often will they be serviced? \_\_\_\_\_

**Handwashing Facilities:**

- Public restrooms with handwashing sinks will be available.  
How many? \_\_\_\_\_
- Portable handwashing stations will be available.  
How often will they be serviced? \_\_\_\_\_

**Other Services:**

- Refrigerator truck (s)
- Ice

➤ **ATTACH THE FOLLOWING ENCLOSED FORMS AND SUBMIT WITH THIS REGISTRATION APPLICATION:**

- **FINALIZED FOOD VENDOR INFORMATION LIST ( include non-profit food vendors).**
- **TEMPORARY EVENT SITE MAP ( detailing food vendor locations with corresponding vendor establishment names).**

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Temporary Event Site Map**

Temporary Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Use this page to draw a site map with food vendor locations and corresponding vendor establishment names, or you may attach a map that includes this information.

