

Iowa Department of Inspections, Appeals and Licensing

Event Registration Application

Date of Application: _____ Date(s) of Event: _____

All applicants must select one of the following:

- One Time Event
- Existing Annual Event held at approximately the same time each year
- New Annual Event that will be held at approximately the same time each year

***Note: A new application is required for each Event.**

Event Information	
Event Name	
Name of the Primary Organization Sponsoring the Event	
Type of organization(s) sponsoring the event	<input type="checkbox"/> Civic Organization <input type="checkbox"/> Business Organization <input type="checkbox"/> Educational Organization <input type="checkbox"/> Government Organization <input type="checkbox"/> Community Organization <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Athletic Contest
Event Location	
Event Address (Street # and location description)	
City and Zip Code	
County	
Start Date of Event	
End Date of Event	
Time of Event	
Time Vendors are allowed to enter the event grounds and begin food stand set up	
Anticipated Maximum Attendance at Peak Time	
Event Organizer's Name	
Event Organizer's Cell Phone	
Event Organizer's Email	
Event Organizer's Mailing Address (Street #, City, State, Zip Code)	
Secondary Person In Charge of Event	
Secondary Person in Charge Cell Phone Number	
Event will occur regardless of the weather conditions:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of food vendors participating in the event (including beverages)	
Has the Event Coordinator read and understood the Temporary Food Operation Guide for vendors:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the Event hold a Vendor meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered no, please explain. If you answered yes, please indicate date and time of meeting. If date and time are unknown, indicate unknown.	

Menu Items	
Vendor menus approved by Event:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a beverage tent at the event? (Beverages are Food and must be licensed as a Temporary Food Establishment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Booths	
Booths provided to Vendors:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Booth overhead covering:	<input type="checkbox"/> NA <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other _____
Food Vendor Ware Washing	
Food Vendor ware washing stations provided by Event	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of utensil washing provided by Event	<input type="checkbox"/> NA <input type="checkbox"/> Three Basin Setup <input type="checkbox"/> Shared Three Compartment Sink <input type="checkbox"/> Dish Machine
Type of sanitizer provided by Event	<input type="checkbox"/> NA <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonium <input type="checkbox"/> Other _____
Test strips provided by Event (Test strips are required if vendors use sanitizer on site)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food Vendor Handwashing Facilities	
Food Vendor handwashing stations provided by Event:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of handwashing facility provided by Event Handwashing stations are required in each food stand and are required to be set up prior to food preparation.	<input type="checkbox"/> Gravity Fed Water with Spigot and Bucket <input type="checkbox"/> Self-Contained Portable Unit (each stand) <input type="checkbox"/> Plumbed with Hot and Cold Water Under Pressure
Vendor Food Storage	
Refrigerated truck/trailer provided for food Vendors:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who is responsible for monitoring temperatures in the truck?	<input type="checkbox"/> Event Person in Charge, Name: _____ <input type="checkbox"/> Food Vendors
Are any other food storage or supply areas provided for food vendors?	<input type="checkbox"/> Yes Location: _____ <input type="checkbox"/> No
Potable Water Supply	
Potable water provided to Vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No
Source of Water	<input type="checkbox"/> NA <input type="checkbox"/> Public <input type="checkbox"/> Non-Public (Results of most recent test must be submitted)
Ice available for Vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No
Toilet Facilities for Food Employees	
Toilet facilities for Food Employees provided by	<input type="checkbox"/> Yes <input type="checkbox"/> No

Number of toilet facilities that will be provided based on local building codes:	
Electrical Supply	
Electrical supply provided to Vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of electrical supply provided	<input type="checkbox"/> Generator <input type="checkbox"/> Power Hook Up <input type="checkbox"/> No Power Provided <input type="checkbox"/> Other _____
Refuse Removal	
Trash removal provided for food vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Frequency of trash removal	
Liquid waste removal provided for food vendors? (Liquid waste = grease or waste water)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe how liquid waste will be disposed of. Enter N/A if no liquid waste.	
Frequency of liquid waste removal:	
Additional Information	
Items to be supplied to Inspector prior to the Event: (attach to this application)	
A complete list of food/drink vendors with contact information- phone numbers and e-mail.	
A site plan layout which include: <ul style="list-style-type: none"> • Vendor locations • Water supply locations • Electrical supply locations • Restrooms and hand washing set ups (for restrooms) • Refuse disposal location • Waste water disposal location • Refrigerated trailer location (if provided by the event) Location of shared ware washing (if provided by the event)	
Will the Event be providing any food or beverages (Including alcohol)?	<input type="checkbox"/> Yes (an additional Temporary Food License may be required) <input type="checkbox"/> No

LICENSE FEE

The license fee for an Event is **\$50.00** which shall be submitted to the Regulatory Authority at least 60 days in advance of the event.

An "event" for purposes of application this does not include a function with 10 or fewer temporary food establishments, a fair as defined in Iowa Code section 174.1, or a farmers market.

Submit payment to:

Iowa Department of Inspection, Appeals and Licensing
Food Safety Bureau
6200 Park Ave STE 100, Des Moines, Iowa 50321
Phone number (515) 725-5340

Verification

I verify all of the information contained in the application is accurate.

Signature _____

Printed name of Signatory

For Office Use Only
Ck # _____
Ck Date _____
Amount Recd. _____
Ck Name _____
Penalty Amt. _____
Amount Due _____