

Special Event Food Vendor Notification Form

This notification form must be completed and returned to the event organizer at least 14 days before the event. **Mobile Premises** already licenced by the Municipality of Chatham-Kent and inspected by CK Public Health are not required to submit this form.

Food Vendor Responsibilities:

- Under the Health Protection and Promotion Act, R.S.O. 1990, c. H.7, you are required to notify CK Public Health in writing before providing food to the public.
- You must comply with the requirements of Regulation 493/17 outlined in the *Special Event Food Vendor Guidelines*. Review these guidelines with all staff and volunteers before the event.
- Make sure that all food is from an active Public Health approved premises or prepared on-site. Foods prepared at home in a kitchen that is not inspected will not be allowed.
- Provide a handwashing station with liquid soap and paper towels in each area where food is cooked, prepared or served.
- Dispose of all wastewater in a sanitary manner. Water cannot be dumped into storm sewers or onto the ground.
- Make sure you have all necessary supplies and equipment (see checklist in guidelines).
- Have a backup plan for ensuring food safety in the event of a power failure or water shortage. Hazardous foods must be kept at safe temperatures and hand wash stations must be available at all times.

Food Vendor Information

Food Booth Name: _____

Contact Person: _____
Name Phone Number Cell Number

Email Address: _____

Food Booth Type: Food truck or Trailer Temporary booth Event hall

Certified Food Handler on-site? Yes No

Event Information

Name of Event: _____

Date(s) you will attend: _____ Start time(s): _____

Food Information

Menu items: _____

Food suppliers / purchase location: _____

Where will food be prepared?

On-site N/A Commercial Packaged

Commercial kitchen: _____
Business Name / Address

How will hazardous food be transported to the event?

Thermal unit Cooler with ice Refrigeration Other: _____

The personal information on this form is collected under the authority of the *Health Protection and Promotion Act, R.S.O. 1990, c. H.7*. It will be used for ownership identification and enforcement of the Act and the applicable Regulations under the Act. Contact Environmental Health at 519.355.1071 ext. 2902 if you have further questions. Copies of the Act and the Regulations are available at www.ontario.ca/laws/

Booth Site Information

How will you keep food hot at the event? *(if applicable)*

- Thermal unit
 BBQ/grill
 Chafing dishes/steam table
 Other: _____

How will you keep food cold at the event? *(if applicable)*

- Freezer
 Cooler with ice
 Refrigerator
 Other: _____

What type of roof/covering will be on the food booth?

- Canopy/tent
 Self-contained (food truck or trailer)
 Indoors

What type of flooring will be in the food booth? *Note: flooring required for soft surfaces (grass, sand, mud)

- Plywood
 Rubber mats
 Pavement/concrete
 Food truck or Trailer
 Indoors

Hand Washing

How will food handlers wash their hands?

- Fixed sink(s) connected to plumbing
 Portable hand wash sink(s) (built-in holding tanks for clean/wastewater)
 Temporary hand washing station(s) (Closed container with tap or spigot, and bucket to collect wastewater)

Utensil Washing

What type of sink is provided for utensil washing?

- 2 Compartment sink
 3 Compartment sink
 N/A - multiple utensils provided

What method of sanitizing will you be using for utensils and/or food contact surfaces (i.e. tables)?

- Chlorine (bleach) at 100 ppm
 Quaternary Ammonium (QUATS) at 200 ppm

Potable Water Supply

Water used by vendors for food preparation and hand washing must be potable (water that is safe to consume, free from bacteria).

What is your potable water source?

- Municipal water
 Commercially bottled
 Other: _____

- Hauled Municipal water: _____
Business Name Phone Number

Wastewater

All wastewater must be disposed of in a sanitary manner. Water cannot be dumped into storm sewers or onto the ground.

How will you dispose of wastewater?

- Plumbed to municipal sewer
 Collect for disposal in sanitary facility
 Grey water holding tank