

# 2024 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/](http://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