

2020 Special Event Organizer Notification Form

This notification form must be completed and returned to CK Public Health at least **30 days before** the event. This information is used to help you have a successful event and to protect the health of the public.

Organizer Responsibilities:

- Provide each food vendor with a copy of the Special Event Food Vendor Guidelines and Notification Form a minimum of 30 days before the vendor attends the event.
- Notify Public Health of any significant changes to the original organizer application.
- Coordinate back-up plans with food vendors in the event of a power failure or water shortage.
- Water supplied to vendors must be potable (water that is safe to consume, free from bacteria).
- Use only food-grade hoses
- Arrange for sanitary disposal of liquid waste.
- Provide an adequate number of sanitary facilities and maintain them in a functioning and sanitary manner throughout the event.
- Arrange for proper sanitary disposal of garbage and provide leak-proof garbage containers with lids.
- Ensure staff, volunteers, and event attendees are aware of the rules around smoking and vaping at special events under the Smoke-Free Ontario Act (SFOA), 2017 and the Smoke-Free Chatham-Kent #137-2014 By-law

Organizer Information

Contact Person: _____

Name

Phone Number

Cell Number

Mailing Address: _____

Number

Street

City/Province

Postal Code

Email Address _____

Event Information

Name of Event: _____ Location: _____

Event Dates(s): _____ Time(s) of Operation: _____

Expected Daily Attendance: _____ Number of Food Vendors: _____

Smoking and Vaping

Special events that take place on Municipal property are required to be smoke-free. Even if the event is not located on Municipal property, restaurant/food vendor patios or covered areas, such as event tents or pavilions, are required to be smoke-free. To avoid issues, many event organizers choose to make their event totally smoke-free. For guidance on making sure your event complies with tobacco-related laws and by-laws, please contact CK Public Health Tobacco Enforcement at 519.352.7270.

I intend to have my entire event
be smoke free Yes No

I need the required
"No Smoking" signs

I would like to borrow the
"Smoke Free" event lawn signs

Water Supply

Potable water is required for events with food service so that food handlers can wash their hands, adequately clean, and sanitize food handling areas and equipment.

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 <https://www.ontario.ca/laws/statute/90h07>

Will there be a water supply available for vendors to use?

- No-Vendors responsible for their own water supply
 Yes-Municipal hook-up
 Yes-Private well
 Yes - Hauled water from: _____
Name Phone Number

Public Facilities

Total number of fixed washroom facilities: _____ Total number of portable washroom facilities: _____
 Total number of hand wash stations: _____

Waste Water

Event organizers are responsible for the grey water produced as a result of their event; for example, water from handwashing or dishwashing. It must be disposed of in an approved sanitary manner; it cannot be dumped onto the surface of the ground or down a storm sewer. One option is to pour the grey water into a sink which drains into an approved sewage system. If this is not possible, the grey water must be channelled into an approved holding tank.

- Municipal
 Gray water holding tank
 Other: _____

Electricity
Will electricity be available for vendors to use?

- No-Vendors responsible for their own power generation
 Yes-With backup generator in case of failure
 Yes-With no back-up generators

Food Vendor Information

List all Food Vendors. Note each food vendor must submit an individual *Special Event Food Vendor Notification Form*.

Food Vendor	Address	Phone Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

* If needed, attach extra page for food vendors

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