

## 2020 Special Event Food Vendor Notification Form

This notification form must be completed and returned to CK Public Health at least **14 days before** the event. This information is used to help you have a successful event and to protect the health of the public. If you have questions or need assistance completing the form, please contact CK Public Health.

### 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 you have all necessary supplies and equipment (see checklist in guidelines).
- Provide a hand wash 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.
- Notify CK Public Health of any significant changes to your application.
- 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.
- Make sure that all food is from a CK Public Health-approved source and prepared on site or in an inspected kitchen. Foods prepared at home in a kitchen that is not inspected will not be allowed.

### Food Vendor Information

Name of Booth or Food Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Name Phone Number Cell Number

Email Address: \_\_\_\_\_

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

Certified Food Handler:  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? (*if not prepackaged foods*)

On-site  Restaurant / Inspected kitchen: \_\_\_\_\_  
Business Name / Address

How will hazardous food be transported to the event?

Thermal unit  Cooler with ice  Refrigerated vehicle  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 <https://www.ontario.ca/laws/statute/90h07>

## Booth Site Information

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

- Warmer       BBQ       Grill       Oven       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?

- Sink(s) with hot and cold running water       Portable hand wash sink(s) (built-in holding tanks for clean/wastewater)  
 Temporary hand wash sink(s) (Example cooler with tap or spigot, and bucket for wastewater)

## Utensil Washing

What type of sink is provided for utensil washing?

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

What type of sanitizer will you be using?

- Chlorine at 100 ppm       Quaternary Ammonia at 200 ppm       Iodine at 25 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: \_\_\_\_\_

Name

Phone Number

## Waste Water

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       Gray water holding tank

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