

Information Package and Application for

# **SPECIAL EVENT** **FOOD VENDORS**



Huron Perth  
**Public  
Health**

1-888-221-2133  
[www.hpph.ca](http://www.hpph.ca)

May 2022



## Dear Food Vendor:

Huron Perth Public Health wants your event to be a great success. To help you organize a safe event, we've developed this information package and application.

**The Special Event Food Vendor's Application** consists of the following sections:

- Vendor's Contact Information
- Event Information
- Schedule for Your Concession
- Description of Services
- Multiple Event Form (if needed)
- Menu Form

This package also includes a checklist of necessary items you need to bring on the day of the special event and information on how to create a temporary handwashing station.

To prepare for the event, you need to:

- Fill out the application form and send it to Huron Perth Public Health **at least 30 days before the event.**
- Let us know of any changes to your original application.
- Arrange for a safe water supply for your food booth.
- Arrange adequate disposal of garbage.
- Provide a permanent or temporary handwashing station in a convenient location with soap in a dispenser and paper towel.
- Arrange for sanitary disposal of liquid waste if sanitary sewers are not available.
- Ensure that general food safety practices are followed.

For more information, please call Huron Perth Public Health, **1-888-221-2133**. You can also find packages and online applications at **[www.hpph.ca/SpecialEventsMarkets](http://www.hpph.ca/SpecialEventsMarkets)**.

We look forward to working with you and wish you all the best with your event.




Yours truly,

Huron Perth Public Health



# Checklist of Necessary Items

You will need to bring the following items on the day(s) of your event:

- Probe thermometer(s) to check the internal temperature of hot and cold hazardous foods.
- Alcohol swabs to sanitize probe thermometer in between uses.
- Thermometers for each cooler/refrigerator.
- Platforms to elevate food and paper goods 15 cm off the ground.
- Clean containers to store food.
- Roll of plastic wrap or aluminum foil to protect food. 
- Adequate supply of utensils to handle food.
- Wiping cloths to clean and sanitize equipment.
- Adequate supply of potable (drinkable) water to wash hands, prepare food, and clean equipment.
- Leak-proof containers/tanks to store water. 
- Ice container and ice scoop.
- Detergent, bleach solution.
- Liquid soap in a pump dispenser and paper towels in a dispenser for handwashing. 
- Clean clothes and aprons (wear at all times in the food preparation area).
- Hair contained at all times while handling food.
- Adequate supply of large plastic garbage containers and garbage bags.



## REMEMBER

- Cold hazardous foods must be moved, stored, and displayed at a temperature of 4°C or less.
- Hot hazardous foods must be moved, stored, and displayed at a temperature of 60°C or higher.
- Provide a handwashing station, either permanent or temporary (see next page for how to create a temporary handwashing station).
- No eating, drinking, or smoking is allowed in any food preparation area.

# How to Create a Temporary Handwashing Station

## Each vendor must:

- Provide tepid running water, liquid soap in a dispenser, and individual paper towels in each food preparation/handling/serving area. Water must be from a safe drinking water source.
- Rent or create a temporary handwashing station if running water under pressure is not serviced to your site. Create a station with the following items:
  - Container with a spigot that can stay open while both hands are being washed.
  - Bucket placed underneath to catch the waste water.
  - Liquid soap in a pump dispenser.
  - Paper towels.



## REMEMBER

- It's not enough to have only hand sanitizer on site. You must have soap and water for handwashing. Gloves are not a substitute for handwashing. You can use them, but change them often. Wash your hands with soap and water before you put on a fresh pair.

# Special Event Food Vendor's Application

VENDOR'S CONTACT INFORMATION		
<b>Contact name:</b> _____	<b>Concession name:</b> _____	
<b>Mailing address:</b> _____		
Street (911 Number)	City/Town	Postal Code
<b>Phone number:</b>		
Day Time: _____ Evening: _____ Cell: _____		
<b>Fax number:</b> _____		<b>Email:</b> _____
EVENT INFORMATION (for multiple events, please use following <b>Multiple Event Form</b> )		
<b>Name of event:</b> _____		
<b>Location of event:</b> _____		
Street (911 Number)	City/Town	Postal Code
<b>Name and contact info of event organizer:</b> _____		
SCHEDULE FOR YOUR CONCESSION		
Date(s) Attending Event	Time of Operation (starting and ending)	
	Start: _____	End: _____
	Start: _____	End: _____
	Start: _____	End: _____
<b>Type of food premises:</b> <input type="checkbox"/> Preparation/serving kitchen <input type="checkbox"/> Temporary booth <input type="checkbox"/> Mobile catering truck or cart <input type="checkbox"/> Other: _____		
DESCRIPTION OF SERVICES	Yes	No
Are you a vendor from outside of Huron and Perth counties? If yes, attach your most recent health inspection report.	<input type="checkbox"/>	<input type="checkbox"/>
Is cold holding provided? If yes, method: <input type="checkbox"/> Mechanical refrigeration <input type="checkbox"/> Cooler <input type="checkbox"/> Other: _____ A thermometer must be in cold holding units to ensure proper temperatures of 4°C or lower	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Is hot holding provided? If yes, method: <input type="checkbox"/> Chafing dish <input type="checkbox"/> Barbecue/Grill <input type="checkbox"/> Oven <input type="checkbox"/> Other: _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Is cooking/re-heating of food required? If yes, methods: <input type="checkbox"/> Barbecue/Grill <input type="checkbox"/> Oven <input type="checkbox"/> Fryer <input type="checkbox"/> Other: _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Water Supply: Is potable (drinkable) water supplied? Is hot and cold running water under pressure supplied?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Please describe your handwashing set-up (a hand washing station must be available at your booth for food handlers). If offering only pre-packaged food (e.g. pop, chips, etc.) you are exempt from this requirement, however hand sanitizer is required. <input type="checkbox"/> Fixed sink <input type="checkbox"/> Temporary handwash station <input type="checkbox"/> Hand sanitizer <input type="checkbox"/> Other: _____		
How will you ensure a clean supply of service utensils (check all that apply)? <input type="checkbox"/> Extra utensils <input type="checkbox"/> Cleaning and sanitizing dishes with a 2 compartment sink <input type="checkbox"/> Cleaning and sanitizing dishes with a 3 compartment sink		
What sanitizer will be used? <input type="checkbox"/> Chlorine (100ppm) <input type="checkbox"/> QUAT (200ppm) <input type="checkbox"/> Iodine (25ppm) <input type="checkbox"/> Other: _____		
Garbage bins supplied? (Garbage must be disposed of at least daily)	<input type="checkbox"/>	<input type="checkbox"/>
Is storage for food provided so that it is off the ground 15 cm?	<input type="checkbox"/>	<input type="checkbox"/>

**MENU FORM**

	<b>Menu Item</b>	<b>Food Suppliers</b>	<b>Establishment where food is prepared (Name, Address)</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**MAIL OR FAX:**

**Huron Perth Public Health**

77722B London Rd, RR 5  
 Clinton, ON N0M 1L0  
**1-844-935-1327**

653 West Gore St.  
 Stratford, ON N5A 1L4  
**519-271-2785**

[www.hpph.ca/SpecialEventsMarkets](http://www.hpph.ca/SpecialEventsMarkets)



**MULTIPLE EVENT FORM**

If you're attending more than one special event within Huron or Perth counties, please list the events below.

**Please note:** You don't need to submit an application for the events below if you're serving the same foods as you stated on the Menu Form. But if you're serving and selling different food, submit a new **Special Event Food Vendor's Application** detailing the foods and sources.

Name of Event	Location of Event	Organizer Name/ Contact Info	Date of Event	Operating Hours A.M./P.M.	Proposed menu same as indicated on previous page (Yes/No - if No, attach new)

I \_\_\_\_\_ certify and accept responsibility for ensuring the information provided is correct and will be adhered to. I will notify the health unit of any changes to my application.

Signature of Food Vendor: \_\_\_\_\_ Date: \_\_\_\_\_