

SPECIAL EVENTS APPLICATION

EVENT INFORMATION (complete & photocopy for each food vendor, original to be forwarded to Health Unit)

Name of Event: _____

Date(s) of Event: _____

Start Time/Date: _____ End Time/Date: _____

Designated Person in Charge at Event: _____

Organization: _____

Mailing Address: _____ Postal Code: _____

Telephone Number: (day) _____ (night) _____

Fax Number: _____ E-Mail Address: _____

Location of Event: _____

Estimated Daily Attendance: _____ Number of Garbage Receptacles: _____

Washroom Facilities: Number for Men _____ Number for Women _____

Number of Food Vendors: _____

FOOD VENDOR INFORMATION (to be filled out by each vendor and forwarded to Health Unit)

Business Name: _____

Address: _____

Operator's Name: _____

Phone Number: (day) _____ (night) _____

Food Storage and Preparation Area

Hand Washing Facilities (soap, paper towels and clean running water)

Waste Water Disposal:

Number and Type of Refrigeration: _____

Food Preparation

Foods to be Served: _____

Food Prepared On Site: Yes No

Donors of Potential Hazardous Food form completed if applicable:

Vendor's Signature: _____ Date: _____

If you have any questions, please call the Environmental Health Department at (613) 966-5513 Ext 677

This form can be sent by fax to (613) 968-1461, mailed or dropped off at the Environmental Health Dept. at 1 Millennium Pkwy., Suite 200, Belleville, ON K8N 4Z5

Date Received: _____

Updated: March 1, 2013

Donors of Potentially Hazardous Food*

[In Accordance with Ontario Regulation 562/90 – Food Premises, s.2 (3) (2)]

Religious organization, service club or fraternal organization that prepare and serve meals for a special event to which the general public is invited, and *serve hazardous food that originates from a food premise that is not inspected* shall complete this donor form:

Name of Donor	Food Donated	Address	Telephone #

This list is to be retained by operator for at least 60 days and provided to a Public Health Inspector on request.

*** Refers to any food that is capable of supporting the growth of pathogenic organisms or the production of their toxins and requires refrigeration. Examples include meat, poultry, seafood, eggs and dairy products.**