

A close-up photograph of a woman and a young girl. The girl has vibrant butterfly face paint on her cheeks and forehead, featuring pink, blue, and purple colors with glitter. She is wearing a yellow shirt with colorful embroidery. The woman is smiling warmly, wearing a blue and white patterned top. The background is a blurred outdoor setting, likely a festival or fair.

# *Special Event* Temporary Food Establishment

## Organizer Package

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## Special Event - Organizer Package

The following requirements are provided to assist you in organizing a safe event and to reduce the possibility of food-borne illness. Please ensure the Special Events Organizer Application form is completed and each vendor's individual application is filled out online or forwarded to the Grey Bruce Health Unit by mail, fax or email at least 14 days prior to the event. A Public Health Inspector will review the information and contact you.

It is strongly recommended that all people involved with the preparation and selling of food to the public receive Food Handler Training. As an event organizer you are encouraged to make Food Handler Training mandatory for all food vendors participating in your event. There are many options available for training and certification. Please contact the Grey Bruce Health Unit to discuss training options for your event.

### Organizer Responsibilities

- Provide a plan indicating the location of food vendors, washroom facilities, animal exhibits, personal services (e.g. temporary or permanent tattooing, ear piercing, face painting), water activities (e.g. dunk tank), water spigots, power stations, food storage areas and waste disposal sites.
- Provide each vendor with a copy of the Special Event Vendor Package.
- Collect completed Special Event Vendor Applications and forward to the Grey Bruce Health Unit at least 14 days prior to the event or ensure vendors have completed it online.
- Notify Grey Bruce Health Unit of any significant changes to the original application.
- Co-ordinate alternative back up plans with food vendors in the event of power failure or water shortages (e.g. provision of emergency generators, propane burners, potable ice).
- Arrange for sanitary disposal of liquid waste (e.g. leak proof container/holding tank) if sanitary sewers are not available.
- Arrange adequate disposal of garbage.
  - ◆ Provide covered refuse containers as required for each booth and throughout the event site, empty refuse containers as necessary, or a minimum of once daily and provide disposal unit(s) (e.g. dumpster) as required.
- Provide washroom facilities in sufficient numbers and maintain in a sanitary manner.
  - ◆ Public toilets and hand washing facility requirements are based on anticipated attendance (the previous year's attendance may be used for estimation).
  - ◆ Ensure facilities are cleaned and supplied throughout the event and holding tanks are emptied as required, or a minimum of once daily.

# Guideline for Provision of Sanitary Facilities

Expected Attendance	Toilets*	Hand Washing Facilities
1 to 50	2	2
51 to 100	4	2
101 to 200	6	2
201 to 300	8	2
301 to 400	10	3
401 to 500	12	3
501 to 600	14	3
601 to 700	16	3
701 to 800	18	3
801 to 900	20	4
901 to 1,000	22	4
> 1,000	As determined by the Public Health Inspector and Event organizers	



**\*Note:** A minimum of one accessible toilet is recommended for every 2000 attendees (or as determined to be adequate).

*Adapted from Department Of Health and Community Services, Disease Control and Epidemiology Division, Newfoundland and Labrador. Meets or exceeds requirements set out by the Ontario Building Code.*

# Special Event - Organizer Application

## Organizer Information

Contact Person			
Business Name			
Mailing Address			Postal Code
Email			
Contact #s	Work	( ) -	Cell ( ) -
	Home	( ) -	Fax ( ) -

## Event Information

Name of Event			Yearly Event	<input type="checkbox"/> Y / <input type="checkbox"/> N			
Location(s) of Event							
Date(s) of Event	Start: D__ / M__ / Y__	End: D__ / M__ / Y__					
Hours of Operation <small>(specify each day if different)</small>							
Expected Attendance	Daily:						
Onsite Contact	Name			Number ( ) -			
Number of Food Vendors							
Animal Exhibit(s)	<input type="checkbox"/> Y / <input type="checkbox"/> N	Number		Hand Wash Stations? <input type="checkbox"/> Y / <input type="checkbox"/> N			
Personal Service(s)	<input type="checkbox"/> Y / <input type="checkbox"/> N	Number		Type			
Water Supplied?	<input type="checkbox"/> Y / <input type="checkbox"/> N <b>If yes:</b> <input type="checkbox"/> Municipal   <input type="checkbox"/> Water Truck   <input type="checkbox"/> Other (specify) :						
Have you been directed by the GBHU to sample your drinking water?	<input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A						
Power Supplied?	<input type="checkbox"/> Y / <input type="checkbox"/> N <b>If yes:</b> <input type="checkbox"/> Hydro   <input type="checkbox"/> Generator   <input type="checkbox"/> Other (specify) :						
Washrooms	Portable	# of Toilets		# of Urinals		# of Handsinks	
	Permanent	# of Toilets	F: M:	# of Urinals		# of Handsinks	
Waste Disposal Containers	Garbage	<input type="checkbox"/> Y / <input type="checkbox"/> Not Req'd		Grease	<input type="checkbox"/> Y / <input type="checkbox"/> Not Req'd		
	Waste Water	<input type="checkbox"/> Y / <input type="checkbox"/> Not Req'd					

# Food Vendors

Please provide the information below, or attach your own sheet with the following information, for all participating food service vendors\*, proprietors of petting zoo/animal booths, personal services, and/or water activities.

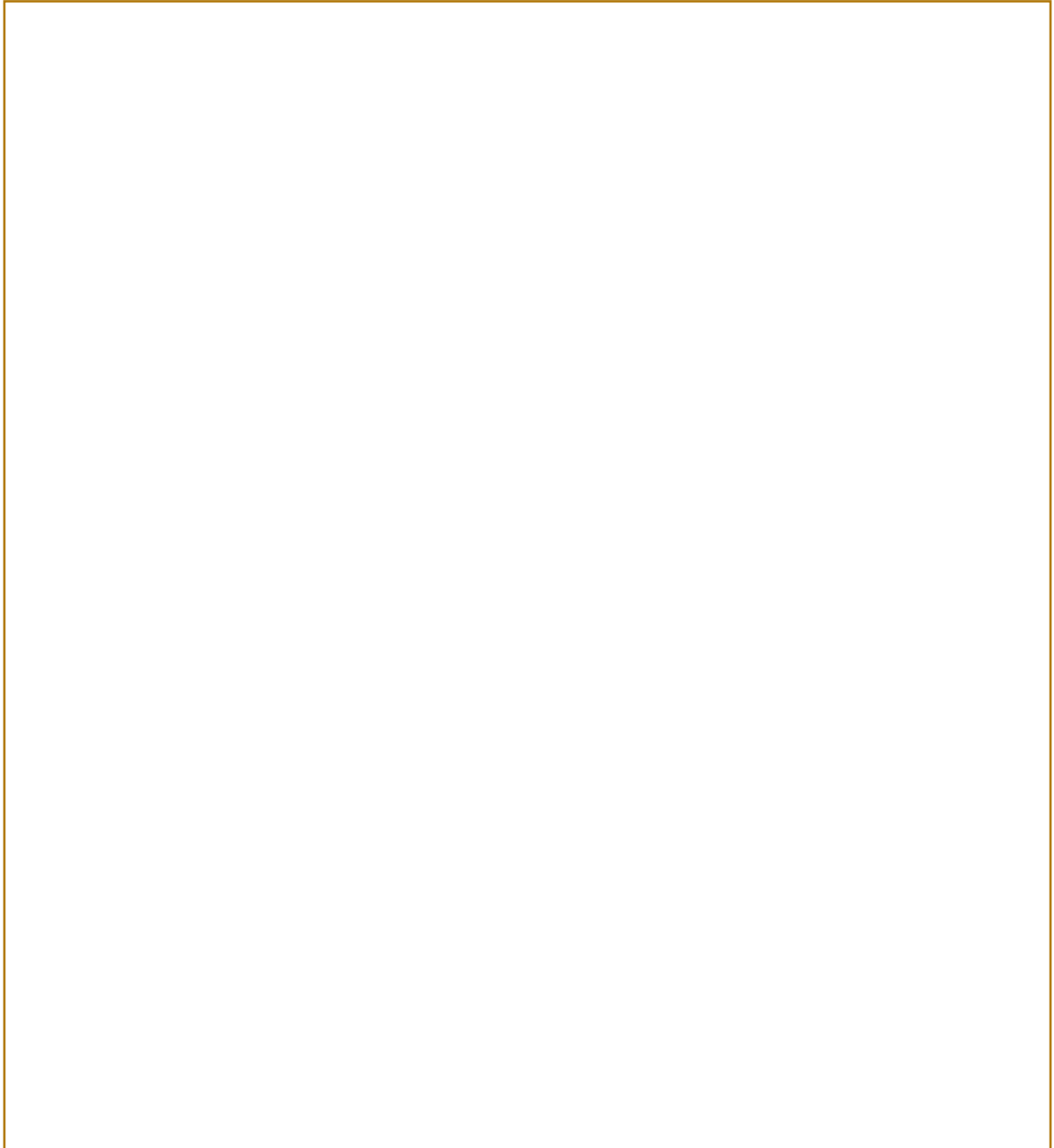
**\*It is recommended that at least one certified food handler be working at each food booth.**

Booth Name/Type	Contact Person	Phone	Email/Fax

<b>FOR OFFICE USE ONLY</b>	Reviewed by: _____ Approved on: _____
	Comments: _____

## Site Plan Diagram

Please sketch\* a site plan or attach to the application. Include locations of food vendors, washroom facilities, animal exhibits, personal services (e.g. temporary or permanent tattooing, ear piercing, face painting), water activities (e.g. dunk tank), water spigots, power stations, food storage areas and waste disposal sites.



\*If you choose to draw the diagram in **Adobe Reader**, use the **Drawing Markup** tools. Go to the **View** menu at the top of the page, scroll to **Comment** from the drop-down list, then select **Drawing Markup**. This will provide access to the pencil and shape tools.