

## Vendor Special Event Application

Return your completed form to: [PHI.Intake@wdgpublichealth.ca](mailto:PHI.Intake@wdgpublichealth.ca) or by fax to 519-823-4905  
at least 30 days prior to the event

### Multiple Events

If you are attending more than one event in the Wellington-Dufferin-Guelph region, write the names of the upcoming events below. Application forms are not required for these events.

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_ Duration: 1 day  2-3 days  4-7 days

Date(s) of Event: \_\_\_\_\_ Total Attendance: Under 800  Over 800

Event Location: \_\_\_\_\_ Annual Event: Yes  No

### Vendor Information

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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

Are you an inspected facility? Yes  No  \* If Yes, please attach a copy of your last inspection report.

Food Handler Certified? Yes  No  \*If yes, year certified: \_\_\_\_\_ By what organization: \_\_\_\_\_

Personal Service Setting Booth (piercing, tattoo, manicure, etc.)? Yes  No

Petting Zoo or Animal Exhibit? Yes  No

Type of Vendor/Organization: Religious Organization\*  Fraternal Organization\*  Service Club\*   
Food Business  Other  (specify): \_\_\_\_\_

\* If you are a religious organization, fraternal organization or service club and are accepting food from an uninspected facility (e.g. home), you must complete the Food Donor List for Exempt Special Events form.

### Food Information

#### Food Menu

List ALL food to be prepared or served (If more space is needed, please attach a separate list.)

#### Source of Food

Name and address of grocer, caterer, restaurant (If more space is needed, please attach a separate list.) No home preparation permitted.

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

### Food Handling & Storage

How will food be transported to the event?

Refrigerated truck  Thermal unit (e.g., Cambro)  Coolers with ice  Insulated container/bag

Other  (specify): \_\_\_\_\_

How will temperature be maintained on site?  
Refrigerated truck  Thermal unit (e.g., Cambro)  Coolers with ice  Insulated container/bag   
Chafing dish  Other  (specify): \_\_\_\_\_  
\*A probe thermometer must be available on site to ensure proper internal food temperatures.

Describe your hand washing station:  
Portable hand washing station  Container with turn spout  Other  (specify): \_\_\_\_\_  
\* Liquid hand soap in a dispenser and paper towels must be available for use.

What sanitizer will be used:  
Chlorine bleach  QUAT  Iodine  Other  (specify): \_\_\_\_\_

Please provide a floor plan which includes (the floor plan can be hand drawn in the space below or attached to this application):

- Two/three compartment sink
- Food preparation areas
- Food storage
- Hand washing station with soap in dispenser, paper towel and waste water container
- Adequate refrigeration (include method of refrigeration)

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

CSR Number:	CID Notified: Yes	No	Date:
Inspector:	Inspection Required: Yes	No	
Premise Exempted: Yes	No		
Comments:			
Date Reviewed:	PHI Signature:		

# Special Events Checklist

## Did you Forget Anything?

### A. Handwashing

- Warm running water in food-grade container with turn valve
- Liquid soap in dispenser and paper towels
- Catch basin for wastewater

### B. Safe Food Handling

- Adequate refrigeration/thermal container with ice freezer packs at a temperature of 4°C (40°F)
- Adequate hot holding at a temperature of 60°C (140°F)
- Probe thermometers (with means to sanitize probe in between uses) & refrigerator
- Materials (e.g., plastic wrap, foil) for properly covering foods
- Provisions to store food 15 cm (6 inches) off the ground
- Separate cutting boards and utensils for raw and cooked foods
- Single-use utensils for customers
- Adequate sets of clean utensils (4 sets recommended per event day)
- Ice container with a dedicated ice scoop (stored separately)

### C. Sanitation

- Bleach sanitizing solution (1 tsp. Bleach per 4 cups of water), quaternary compound or iodine available in buckets or labelled spray bottles
- Supply of clean wiping cloths
- Supply of clean utensils and equipment
- An appropriate-sized garbage container with lid

### D. Personal Hygiene

- Hair covering/restraint (e.g., hairnet, cap, tied back)
- Clean outer clothing

Questions? Call Wellington-Dufferin-Guelph Public Health at 1-800-265-7293 ext. 4753.