



## Special Event Application Form

---

**Name of Event:** \_\_\_\_\_

**Address of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

Please ensure the Grey Bruce Health Unit receives this form 14 days before your event. You may mail or fax the form to the above address or fax number. A Public Health Inspector will review the information and may contact you to discuss safe food handling practices specific to the food you are planning to serve.

### VENDOR INFORMATION

1. Name of Temporary Food Premises:

\_\_\_\_\_

2. Type of Temporary Food Premises at Event:

- Preparation kitchen/serving kitchen
- Mobile catering truck
- Temporary booth
- Other, please specify: \_\_\_\_\_

3. Food Vendor Contact Information

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

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

4. Number of Food Handlers Expected at Your Booth: \_\_\_\_\_

5. Number of Certified Food Handlers: \_\_\_\_\_



## FOOD SUPPLIES

1. List the types of foods being sold or distributed and their source.  
**Attach a separate sheet of paper if necessary.**

Food Prepared	Source of Food (Name & Address)

## FOOD HANDLING

1. How will food be transported to the event?
2. What equipment will be used to reheat food prior to hot holding?
3. What type(s) of heating equipment will be used to maintain hot foods at 60°C (140°F) or hotter?
4. What method(s) will be used to keep cold foods at 4°C (40°F) or colder?



5. What method(s) will be used to keep frozen foods at -18°C (0°F)?
6. Do you have a probe thermometer to check internal temperatures of hot and cold hazardous foods for the event?
7. Do you have a thermometer for each cooler/fridge/freezer?
8. Do you have ice tongs or a metal or plastic scoop for handling ice?
9. What method(s) will be used to protect foods, including condiments, from contamination?
10. Is there a separate hand washing basin provided in the food handling/preparation area?
11. Do you have liquid soap, paper towels, garbage can and wastewater container for the hand wash basin?
12. Please indicate what equipment/supplies you have for washing and sanitizing food preparation and food serving utensils?
13. What type of sanitizer will be available (e.g. 100 PPM bleach, 200 PPM quat)?
14. Do you have test strips to measure adequate sanitizer concentration?
15. Do you have potable water in adequate supply for hand washing, food preparation and cleaning purposes? If not, how do you plan to transport potable water to your booth and gray water from your booth?
16. What type of headgear will the food handlers be wearing during food preparation (e.g., hairnet, ballcap, visor, bandana, pillbox hat, paper chef hat, etc)?



### **Event Checklist – Did You Forget Anything?**

- ✓ Food probe thermometer available to check internal temperature of hot and cold hazardous foods
- ✓ Thermometers in each cooler/fridge/freezer
- ✓ Adequate protection provided to ensure food is not contaminated (e.g. lids, plastic wrap, aluminum foil, sneeze guards)
- ✓ Food is kept off the ground
- ✓ Utensils (e.g. serving spoons, tongs, spatulas, etc) are used to minimize direct contact with food and a back-up supply is available if washing and sanitizing is not available on-site
- ✓ Leak proof containers provided for storage of wastewater
- ✓ Detergent and sanitizer (e.g. bleach)
- ✓ Liquid soap, paper towels, garbage can and wastewater container at hand wash sink
- ✓ Clean outer garments and aprons
- ✓ Hairnets, caps or other hair restraints must be worn at all times while handling food
- ✓ Adequate supply of garbage bags
- ✓ Wiping cloths or sponges for cleaning and sanitizing



## Health Inspection Guidelines for Food Vendors

- All food must be obtained from an approved and inspected commercial source. No home-jarred, home-canned foods or home prepared hazardous foods shall be used, sold or given away at an inspected event. If your event is exempt, you will receive notification from the Public Health Inspector.
- Design your booth with food safety in mind (e.g. overhead canopy if outside). No eating, drinking or smoking in food preparation areas. Only food workers are permitted inside the food preparation area, animals are excluded as well. If you have fire safety concerns, contact the local fire department.
- Food poisonings have been caused from allowing hazardous foods to remain in the temperature danger zone (4°C to 60°C) (40°F to 140°F) for more than 2 hours
- Cold foods must be kept at 4°C (40°F) or colder.
- Hot foods must be kept at 60°C (140°F) or hotter.
- Frozen foods must be stored at -18°C (0°F) or colder.
- Cool hazardous foods quickly by stirring often or place in shallow pans. Pans should not be stored on top of the other. Check the internal food temperature to see if food is cooling properly.
- Ensure hazardous foods are cooked to appropriate temperatures:

Whole poultry: 82°C (180°F)	Poultry /ground poultry: 74°C (165°F)
Pork: 71°C (160°F)	Ground meat: 71°C (160°F)
Fish: 70°C (158°F)	Eggs: 63°C (145°F)
Food mixtures: 74°C (165°F)	Other hazardous foods: 70°C (158°F)
- If food is reheated, it must reach an internal temperature of 74°C (165°F). Food can only be reheated once.
- Provision must be made for hand washing within your booth. Where a sink with plumbing is not available, a large gravity fed container of warm water (e.g. coffee urn with a spigot), liquid soap dispenser, paper towels and a bucket to collect wastewater will be adequate.
- The use of disposable gloves can be provided as an additional barrier to contamination. However, gloves are NOT a substitute for hand washing. Frequent and thorough hand washing remains the first line of defense in preventing food borne illness. When gloves are used, they must be changed in between tasks and hands must be washed before putting on a new pair and after taking off a dirty pair. Washing gloves in not acceptable. Gloves are for single use only.
- Hand sanitizing gels are NOT permitted as a substitute for hand washing.
- Utensils used for preparing food must be washed, rinsed and sanitized in a 2-compartment sink. The washing and rinsing would be done in the first sink with the sanitizing in the second sink.
- Wiping cloths or sponges for cleaning and sanitizing must be stored in a sanitizing solution in between uses. For example, mix 1 ml of bleach (5.25 %) with 1 litre of water. Do not add detergent to the mixture.