

# Special Event - Food Vendor Application Form

This form must be completed by:

- All vendors offering food or drink for sale, including packaged food
- All vendors offering food or drink samples
- Special event organizers offering food or drink to the public, staff, or volunteers.

**Return this form to your special event organizer at least two weeks in advance of the event.**

## Vendor Information

Vendor Name

Address

Vendor Contact Person

Phone (Business)

Phone (Home/Cell)

Certified Food Handler:  Yes  No (attach copy) Email

Type of Food Premises:  Preparation/Serving Kitchen  Temporary Booth  Mobile Catering Cart/Food Truck  
 Other

Is this your first time participating in a special event?  Yes  No

If you are from outside of Perth County, attach your most recent local Health Unit Inspection Report:

Attached  Not inspected by any Health Unit

## Event Information

Name of Special Event

Event Address

Dates Attending Event

Operating Hours at Event (am - pm)

## Food Safety Requirements

How will you keep food at safe temperatures during transport to the event? (cold food  $\leq 4^{\circ}\text{C}$ , hot food  $\geq 60^{\circ}\text{C}$ ):

Refrigerated truck  Coolers with ice  Thermal containers  Other

At the event, how will you keep cold food cold? (below  $4^{\circ}\text{C}/40^{\circ}\text{F}$ )

Refrigerated truck  Coolers with ice  Other  Not applicable

At the event, how will you keep hot food hot? (above  $60^{\circ}\text{C}/140^{\circ}\text{F}$ )

Sterno/chaffing dish  Barbeque/grill  Crock pot  Hot plate  
 Other  Not applicable

Will you have a thermometer available at the event to check the internal temperature of perishable foods?

Yes  No

Will you have a method for dishwashing at the event?

Yes  No (if no, stock multiple sets of serving utensils (tongs, scoops, etc) to replace dirty or contaminated utensils)

If yes, dishwashing method:

3 sinks  2 sinks

What sanitizer will be used?

Chlorine (100 ppm)  QUAT (200 ppm)  Iodine (25 ppm)  Other

### Hand Washing Station

You must have a hand washing station available at your booth for food handlers that includes a supply of clean running water, liquid soap in a dispenser, and paper towels (see picture at right).

Note:

- If offering only pre-packaged food (e.g. pop, chips) you are exempt from this requirement. Hand sanitizer is required but a hand wash station is always a good idea.
- Containers/basins/bowls with soapy water or bleach water are unacceptable for your hand washing station.

Describe your hand wash set-up:



### Additional Food Items List

List details of all food to be served at the event, including samples (e.g. vegetable soup with chicken stock base, chili with beef, cookies, cheese, bottled jam).

Food Items	Food Suppliers	Food Preparation Location
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At event  
 Prior to event (specify location):

At event  
 Prior to event (specify location):

At event  
 Prior to event (specify location):

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The personal information on this form is collected under the authority of the Health Protection and Promotion Act, R.S.O. 1990, Ch. H.7. It will be used for ownership identification, service delivery and enforcement of regulations made under this Act. Questions concerning this collection of information should be addressed to the Director of Health Protection at 519-271-7600 ext 254.

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For more information, contact 519-271-7600 ext 252 or toll-free 1-877-271-7348 ext 252  
 For Food Safety information, visit: [www.pdhu.on.ca](http://www.pdhu.on.ca) - search "Special Events"

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