



SPECIAL EVENT 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: _____

Location of Event (include address): _____

Designated Person in Charge at Event: _____

Organization: _____

Mailing Address: _____ Postal Code: _____

Telephone Number: (day) _____ (night) _____

Fax Number: _____ Email Address: _____

Estimated Daily Attendance: _____ Number of Garbage Receptacles: _____

Washroom Facilities: Number for Men _____ Number for Women _____

Number of Food Vendors: _____

Donors of Potential Hazardous Food Section to be Completed if Applicable (see reverse)

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

Business Name: _____

Address: _____

Operator Name: _____

Telephone 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

Vendor Signature: _____ Date: _____

If you have any questions, please call Environmental Health at 613-966-5500 extension 677. The completed form can be submitted by fax 613-968-1461, email info@hpeph.ca, mail or delivery to Hastings Prince Edward Public Health, Environmental Health, 179 North Park Street, Belleville, ON K8P 4P1.

Date Received:

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	Address	Telephone	Food Donated

This list is to be retained by event coordinator 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.**

We are committed to providing accessible publications, programs and services to all. For assistance please call 613-966-5500; TTY: 711 or email accessibility@hpeph.ca. For more information, please visit www.hpepublichealth.ca.