

Special Event Coordinator Package

This package provides guidance and instructions
to coordinators of special events where food
will be sold or served to the public.



**Northwestern
Health Unit**

www.nwhu.on.ca

Dear Special Event Coordinator:

This package has been designed to assist special event coordinators to operate in compliance with *Ontario Regulation 493/17- Food Premises* and the *Health Protection and Promotion Act*. It is your responsibility to review, complete and submit this form to the Northwestern Health Unit (NWHU). Please be advised that your event may be subject to an inspection by a public health inspector.

For clarity, this form is not intended to be submitted for private, invitation-only events such as weddings, birthday parties, family picnics. This form is intended for public events where food will be sold or served.

Instructions

1. Complete the attached *Special Event Coordinator Form*, including the *Vendor List*.
2. Instruct all food vendors who do not provide you with a current annual permit number to record on the vendor list to complete a *Special Event Food Vendor Form* and submit it to NWHU.
3. Submit the *Special Event Coordinator Form* to the NWHU by:
 - E-mail envhealth@nwhu.on.ca
 - Fax 807-468-3914
 - In person at your local health unit office.

Please note: Later additions to the food vendor list can be submitted by filling out and submitting the "Additional Pages - Food Vendor List" document, located on the NWHU website.

Information Regarding Food Vendors

Food Vendors must either submit a *Special Event Food Vendor Form* to the Northwestern Health Unit and receive approval prior to the event or provide you with an *Annual Temporary Event Food Vendor Permit* number for the current calendar year to record on the food vendor list page.

An "Annual" *Temporary Event Food Vendor Permit* is granted to approved food vendors who wish to operate at multiple events or markets within the calendar year with the same temporary food premises set-up and menu items. Approved menu items are indicated on the permit, and annual permits expire at the end of the calendar year.

Vendors submitting a *Special Event Food Vendor Form* will be individually assessed. In certain circumstances, food vendors have the option to apply for an exemption from the food premises regulation. Where an exemption from the food premises is granted, the operator is not provided with a *Temporary Event Food Vendor Permit*. For information about who can apply for an exemption from the food premises regulation, please visit the *Frequently Asked Questions* section.

Food Vendors who are not granted an exemption from the food premises regulation must have a *Temporary Event Food Vendor Permit* in order to sell or serve food to the public at the event and must post a copy of their *Temporary Event Food Vendor Permit* at their temporary food premises.

Frequently Asked Questions for Special Event Coordinators

Why do I need to notify the health unit when I am organizing a special event where food will be sold or served to the public?

When food or drinks are served or sold at public events, the operation is considered a food premises under the Health Protection and Promotion Act.

All food premises are required by the Health Protection and Promotion Act to notify the appropriate health unit before starting to sell or serve food to the public.

When do vendors require a Temporary Event Food Vendor Permit to sell or serve food at a public event?

Most food premises require a *Temporary Event Food Vendor Permit* to sell or serve food to the public at events. This permit must be displayed at the event to show the public that your plan is satisfactory and in compliance with *Ontario Regulation 493/17 - Food Premises*.

Vendors can either apply for an annual permit, which allows you to use an approved setup and menu at multiple events for the entire calendar year, or a single-event permit, which approves operation for one event only. When you hold an annual permit, you simply need to provide your permit number to the event organizer when signing up for the event, rather than applying for a permit for each event you attend. The event organizer is responsible for notifying the health unit that the event is occurring and that you will be attending.

There are a few categories of food premises that do not require a *Temporary Event Food Vendor Permit* to operate at a special event, such as religious organizations, service clubs, and fraternal organizations.

Which food vendors may apply for exemption from the food premises regulation?

Food premises operated at special events by religious organizations, service clubs, or fraternal organizations are exempt from most of the requirements of the food premises regulation but *must*:

1. Inform the health unit by completing and submitting a *Special Event Food Vendor Form*.
2. If you plan to sell high-risk food items:
 - Post a notice in a visible location stating the food premises has not been inspected in accordance with the *Ontario Regulation 493/17- Food Premises*.
 - Keep a list of names, addresses, and telephone numbers of people who donate food and provide the list to a public health inspector if requested.

A public health inspector will assess your plan, will provide feedback, may conduct an inspection, and will let you know if your event may proceed.

**NOTE: This exemption only applies in the context of special events, which are defined as food service events that are open to the public, are outside of the normal scope of the organization's regular activities and operate 14 days per year or fewer.*

Definitions

Food

Food or drink for human consumption and includes an ingredient of food or drink for human consumption.

Food Premises

A premises where food or milk is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold, or offered for sale, but does not include a room actually used as a dwelling in a private residence.

Fraternal Organization

Any organized body of men/women banded together, not for monetary profit, but for mutual assistance, and to promote moral, intellectual, or social benefits among members. (i.e. Knights of Columbus, Masonic Lodge, Moose Lodge, sisterhoods, and brotherhoods.)

Religious Organization

An organization, other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidenced by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being.

Service Club

Any of several organizations dedicated to the growth and general welfare of its members and the community. (i.e. Lions Club, Rotary Club, Optimists, Royal Canadian Legion, Boy Scouts, Girl Guides, Community Sports Association).

Special Event

Food service events that are open to the public, are outside of the normal scope of the organization's regular activities and operate 14 days per year or fewer.

Special Event Coordinator Form

Name of Event:

Address/Location of Event

Event Opening Date

Event Closing Date

Hours of Operation

Expected Attendance

Coordinator Name

Coordinator Address

Coordinator Phone Number:

Coordinator Email Address

I would like to make my event smoke free; please provide resources and signage (optional)

Event Coordinator Questionnaire

1. Will there be a water supply available for vendors to use?

- Yes – Municipal water hookup
- Yes – Hauled water
- Yes – Private Well (attach most recent well water results)
- No – Vendors will be responsible for their own water supply

2. Will there be garbage disposal for vendors and patrons?

- Yes No

3. Will there be handwashing facilities available for vendors and patrons?

- Yes – Portable handwashing stations
- Yes – Permanent facilities
- No – There will be alcohol-based hand rub available for patron use
- No – Vendors will be responsible for their own patron hand wash facilities

4. Will there be wastewater disposal available for vendors to use?

- Yes – Septic system
- Yes – Municipal system
- Yes – Portable disposal site
- No – Vendors will be responsible for their own wastewater disposal

5. Will there be washroom facilities available?

- Yes – Portable washroom facilities
- Yes – Fixed washroom facilities
- No

6. Will there be electricity available for vendors to use?

- Yes – With backup generators in case of failure
- Yes – With no backup generators
- No – Vendors will be responsible for their own power generation

Site Diagram

Please draw or attach an approximate plan of the event space.

(Where applicable, indicate locations of vendors, activities, washrooms, fixed kitchen facilities, etc.)

A large, empty rectangular box with a thin black border, intended for drawing an approximate plan of the event space. The box is currently blank.

