

Special Event Personal Services Setting Form

If you plan to offer personal services at an event, you are required to notify Northwestern Health Unit (NWHU) of your plans at least 14 days prior to operating.

How the Process Works:

1. Complete and submit this form at least 14 days before the event.
2. A public health inspector will assess your application, request additional information (if necessary), and complete any required inspections.
3. Once your plan has been approved, you will be provided with a *Temporary Event Personal Services Setting Permit* that must be posted on site at the event.

SECTION 1 - Basic Information:

Business/Organization Name:

Business Address:

Operator Contact Name:

Phone Number:

Email Address:

Concession/Booth Name (if different):

List of Services that will be provided at the event:



SECTION 2 - Temporary Personal Services Setting Questionnaire

1. Please fill in the following information about the event:

Event name:	Event location:
<div></div>	<div></div>
Event date and time:	Event organizer name:
<div></div>	<div></div>
Estimated number of clients:	Number of staff:
<div></div>	<div></div>

2. The temporary workspace will be:
- ☐ located in a building
 - ☐ located in tent
 - ☐ other (please describe): _____
3. Will your immediate workspace be shared with other vendors?
- ☐ Yes – the other vendor(s) who will share the immediate workspace will be: _____
 - ☐ No
4. Which type of water supply will be used?
- ☐ Municipal plumbed or hauled water
 - ☐ Non-municipal water (attach a copy of a recent water test result)
5. If applicable, where will wastewater from portable equipment be disposed?: _____
6. Is there a separate handwashing basin provided in the service area?
- ☐ Yes – Fixed Sink
 - ☐ Yes – Portable Sink
 - ☐ No – I am not required to have a separate handwashing basin because I will only be providing hairdressing or barbering services
7. Will you have a supply of liquid soap and paper towels to use when washing hands?
- ☐ Yes
 - ☐ No - the reason is: _____

SECTION 2 - Temporary Personal Services Settings Questionnaire (continued)

8. Will alcohol-based hand rub be available for use (70%-90%)?

Yes

No

9. What Personal Protective Equipment will you have available for use at the event?

10. Please list all single-use equipment that you plan to use at the event

11. Please list all multi-use equipment you plan to use at the event:

12. How will equipment be transported to the event?

13. How will clean equipment be stored at the event?

14. If applicable, how will dirty equipment be stored and transported back to the main business location after the event?



15. Where will instruments be cleaned and disinfected or sterilized?

☐ On-site - *Describe on-site reprocessing plan:*

☐ Off site at this location:

16. Please indicate the cleaning and disinfection products that you will use on your workspace/equipment at the event, and which items/surfaces they will be used on:

17. Will you have test strips for any of the disinfectants you will use at the event?

☐ No – they are not required for the products I use

☐ Yes – I will have test strips for the following product(s):

18. If services that break the skin will be offered, what skin antiseptic will you use at the event?

19. How will you be disposing of garbage produced during the event?

20. Will you have a sharps container available during the event?

☐ Yes

☐ Not applicable



21. Please list the records you will keep at the event:

22. Please provide a labelled drawing of what your work space set-up will look like at the event. Ensure to indicate location of sinks, furniture, garbage can, sharps containers, privacy barriers, etc. that will be present.

Submit this form by:
Email: envhealth@nwhu.on.ca
Fax: 807-468-3914
In person: Any NWHU office

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