

# Special Event Vendor Application

Fax your completed form to 519-823-4905 or email it to [PHI.Intake@wdgpublichealth.ca](mailto:PHI.Intake@wdgpublichealth.ca) at least 30 days prior to event.

Event Information			
Event Name:	Duration:    1 day            2-3 days            4-7 days		
Date(s) of Event:	Total Attendance:    Under 800            Over 800		
Event Location:	Annual Event:    Yes            No		
Vendor Information			
Contact Name:	Business Name:		
Address:	Phone:		
City/Town:	Postal Code:	Business Phone:	
Email Address:		Website:	
Are you an inspected facility?    Yes            No		* If Yes, please attach a copy of your last inspection report.	
Food Handler Certified?    Yes            No		*If yes, year certified:	By what organization:
Personal Service Setting Booth (piercing, tattoo, manicure, etc.)?    Yes            No			
Petting Zoo or Animal Exhibit?    Yes            No			
Type of Vendor/Organization:    Religious Organization*    Fraternal Organization*    Service Club*			
Food Business            Other    (specify):			
* If you are a religious organization, fraternal organization or service club and are accepting food from an uninspected facility (e.g. home), you must complete the Food Donor List for Exempt Special Events form.			
Food Information			
<b>Food Menu</b> List ALL food to be prepared or served (If more space is needed, please attach a separate list.)	<b>Source of Food</b> Name and address of grocer, caterer, restaurant (If more space is needed, please attach a separate list.) No home preparation permitted.		
	Name:		
	Address:		
	Name:		
	Address:		
	Name:		
	Address:		
	Name:		
	Address:		
Food Handling & Storage			
How will food be transported to the event?			
Refrigerated truck	Thermal unit (e.g., Cambro)	Coolers with ice	Insulated container/bag
Other    (specify): _____			
How will temperature be maintained on site?			
Refrigerated truck	Thermal unit (e.g., Cambro)	Coolers with ice	Insulated container/bag
Chafing dish	Other    (specify): _____		
*A probe thermometer must be available on site to ensure proper internal food temperatures.			
Describe your hand washing station:			
Portable hand washing station	Container with turn spout	Other    (specify): _____	
* Liquid hand soap in a dispenser and paper towels must be available for use.			

What sanitizer will be used:  
 Chlorine bleach      QUAT      Iodine      Other (specify): \_\_\_\_\_

Please provide a floor plan which includes (the floor plan can be hand drawn in the space below or attached to this application):

Two/three compartment sink	Hand washing station with soap in dispenser,
Food preparation areas	paper towel and waste water container
Food storage	Adequate refrigeration (include method of refrigeration)

**Multiple Events**

If you are attending more than one event in the Wellington-Dufferin-Guelph region, write the names of the events below. Application forms are not required for these events.

Event Name:	Event Name:
Event Name:	Event Name:

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

CSR Number:	CID Notified: Yes    No    Date:
Inspector:	Inspection Required: Yes    No
Premise Exempted: Yes    No	
Comments:	
Date Reviewed:	PHI Signature:



Fax: 519-823-4905  
[PHI.Intake@wdgpublichealth.ca](mailto:PHI.Intake@wdgpublichealth.ca)

1-800-265-7293 ext. 4753  
[www.wdgpublichealth.ca](http://www.wdgpublichealth.ca)

# Special Events Checklist

## Did you Forget Anything?

### A. Handwashing

Warm running water in food-grade container with turn valve  
Liquid soap in dispenser and paper towels  
Catch basin for wastewater

### B. Safe Food Handling

Adequate refrigeration/thermal container with ice freezer packs at a temperature of 4°C (40°F)  
Adequate hot holding at a temperature of 60°C (140°F)  
Probe thermometers (with means to sanitize probe in between uses) & refrigerator  
Materials (e.g., plastic wrap, foil) for properly covering foods  
Provisions to store food 15 cm (6 inches) off the ground  
Separate cutting boards and utensils for raw and cooked foods  
Single-use utensils for customers  
Adequate sets of clean utensils (4 sets recommended per event day)  
Ice container with a dedicated ice scoop (stored separately)

### C. Sanitation

Bleach sanitizing solution (1 tsp. Bleach per 4 cups of water), quaternary compound or iodine available in buckets or labelled spray bottles  
Supply of clean wiping cloths  
Supply of clean utensils and equipment  
An appropriate-sized garbage container with lid

### D. Personal Hygiene

Hair covering/restraint (e.g., hairnet, cap, tied back)  
Clean outer clothing

Questions? Call Wellington-Dufferin-Guelph Public Health at 1-800-265-7293 ext. 4753.