



Special Event Vendor Application

Return your completed form to PHI.Intake@wdgpublichealth.ca or by fax to 519-823-4905 at least 14 days before the first event.

Vendor Information		
Business Name:		Contact Name:
Address:		
City/Town:	Postal Code:	Business Phone:
Email Address:		Website
Are you inspected by WDG Public Health?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Special Event Dates		
Please provide the names of all known upcoming public events below. Any additional events after this submission must be communicated to PHI.Intake@wdgpublichealth.ca		
Event Name:	Date:	Location:
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Food Handling Information		
Are you an inspected facility?		Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your vendor set up?		
Food Booth/Tent <input type="checkbox"/> Mobile Food Premise <input type="checkbox"/> Cart <input type="checkbox"/>		
Indoor Facility <input type="checkbox"/> Outdoor Facility <input type="checkbox"/> Other(specify): _____		
Where will food preparation occur?		
On Site <input type="checkbox"/> Off Site <input type="checkbox"/>		
<i>If preparation is off site, please include name of premise/location:</i>		
Will there be a certified food handler during the event?		
Yes <input type="checkbox"/> No <input type="checkbox"/> * If yes, year certified: _____		
Will there be food/beverage sampling?		Yes <input type="checkbox"/> No <input type="checkbox"/>

Menu Items

Add each food menu item below.

Items can be grouped (i.e tacos). If more space is needed attach a sperate list.

Menu Item	Type of Cooking (e.g., Grilling, Frying, etc.)	Food Pre- Cooked? (Yes/ No)	Food Cooked On Site? (Yes/No)

Food Suppliers

If more space is needed, please attach a sperate list.

Type of Product (e.g., Burgers)	Name (e.g., Costco)	Address (e.g., Guelph)

Food Storage & Transportation

How will foods be transported to the event?

Coolers with ice or insulated container/ bag ☐

Refrigerated Truck ☐

Thermal Unit (e.g., Cambro) ☐

Other (specify):_____

**An indicating thermometer must be available in all food storage units to ensure proper storage temperatures.*

What methods will be used to main cold foods 4C (40F) or colder during the event?

Refrigerated Truck ☐

Coolers with ice or insulated container/ bag ☐

Not Applicable ☐

Thermal Unit (e.g., Cambro) ☐

Mechanical Refrigeration ☐

Other (specify): _____

**A probe thermometer must be available on site to ensure proper food temperatures.*

What method(s) will be used to maintain hot foods at 60C (140F) or hotter during the event?

Chafing Dishes ☐

Sternos ☐

Electric Hot Holding Unit ☐

Steam Table ☐

Oven ☐

Not Applicable ☐

Other (specify): _____

What method(s) will be used to re-heat foods prior to service?

Microwave ☐

Stove Top/Oven ☐

Deep Fryer ☐

Grill/BBQ ☐

Not Applicable ☐

Other (specify): _____

How will the food products be protected from contamination while on display?

Food-grade Wrap ☐

Pre-Packaged ☐

Sneeze Guard/Shield ☐

Enclosed Cabinet/Container ☐

Lids ☐

Not Applicable ☐

Other (specify): _____

Handwashing

Will you have a separate hand washing station located in the food handling/preparation area with free-flowing water and fully equipped with liquid soap in a dispenser, paper towels, and wastewater collection?

Yes ☐

No ☐

Not Applicable ☐

Other(specify): _____

Describe your hand washing station:

☐ 1. Fixed handwashing station

☐ 2. Portable handwashing station

☐ 3. Not Applicable

☐ 4. Other (specify): _____

Cleaning & Sanitizing

Describe your dishwashing station:

- ☐ 1. Hot and cold running water with a minimum two compartment sink
- ☐ 2. No running water: utensil washing to be done using three basins (wash, rinse, sanitize) **a heat source for hot water is required for this method.*
- ☐ 3. No dishwashing on site. Extra clean utensils will be provided on site for use throughout the day.
- ☐ 4. Prepackaged Products Only (Not Applicable)
- ☐ 5. Other (specify): _____

What sanitizer will be used for dishwashing and surface sanitizing?

Chlorine Bleach ☐ QUAT ☐ Iodine ☐ Other(specify): _____

*Sanitizing test kit must be available at the event to verify sanitizer concentration

Waste Disposal

Will you have durable water and rodent proof garbage bins to store food waste until disposal?

Yes ☐ Other (specify): _____

How will you be collecting and storing wastewater at the event?

- ☐ 1. Not Applicable (no water used)
- ☐ 2. Dedicated grey water tank installed in mobile food premise vehicle.
- ☐ 3. Other (specify): _____

Additional Information

- ☐ 1. Attach most recent inspection report.
- ☐ 2. Attach floor plan/vendor station set up.
- ☐ 3. Attach copy of food handler certificate.

Comments

