

SPECIAL EVENTS Information for Organizers

A special event is a temporary event where food is sold, given or offered to the public, whether it is a charitable or commercial event. Some examples of special events where food may be served or sold include:

- Fairs and festivals
- Farmers markets
- Petting zoos
- Barbecues
- Charitable events

When food is offered to the public, it must be prepared safely and the requirements of the Ontario Food Premises Regulation (R.R.O. 1990, Reg. 562) must be met. Special event organizers and temporary food vendors are responsible for making sure that all requirements are met.

Under the Health Protection and Promotion Act (HPPA), **special event organizers and food vendors must notify the health unit of their plans to serve food to the public. The Eastern Ontario Health Unit (EOHU) requires that they submit a completed notification form to the EOHU at least 30 days prior to the event.** Organizers and vendors must also provide any information as requested by public health inspectors regarding the source and preparation of foods served.

The EOHU recommends that all persons involved in food handling complete the Food Handler Certification training.

We believe that food safety is everyone's responsibility. We hope that, through our food safety education programs as well as ongoing communication, we can work together to minimize any potential risk of unsafe food.

The information in this document is provided to assist you in organizing a safe event by preventing the likelihood of foodborne illness and the transmission of infection. For more information, visit our website at www.eohu.ca or call 1 800 267-7120 and ask for Health Line.

SPECIAL EVENT ORGANIZER RESPONSIBILITIES:

- Complete and submit the Special Events – Organizer's Notification Form and Special Events – Organizer's List of Food Vendors Form at least **30 days** prior to your event. Forms may be submitted to the Eastern Ontario Health Unit:

Directly online: www.eohu.ca/specialevents

By email: specialevents@eohu.ca

By fax: 613-933-7930

By mail: Eastern Ontario Health Unit, 1000 Pitt St., Cornwall, Ontario K6J 5T1

- Provide a site map indicating the locations of food vendors, sanitary facilities, and garbage and wastewater disposal sites. The site map may be sent to the EOHU via email, fax or mail (see above).
- Notify the EOHU if significant changes are made to the information on the original notification.
- Inform all food vendors and exhibitors that they are required to complete the EOHU Special Events – Temporary Food Vendor's Notification Form and to follow directives provided in the Special Events – Information for Temporary Food Vendors resource.
- Support food vendors in ensuring safe food handling and infection prevention and control practices are implemented and followed during the event.
- Coordinate alternative back-up plans in case of a power failure (e.g. provision of emergency generators, ice supply)
- Ensure that the water used for drinking, food preparation, utensil cleaning and handwashing at your event is **potable** (safe for drinking).
- Ensure handwashing facilities are provided in areas where animals or reptiles can be handled (e.g. petting zoo, reptile zoo, pony rides)
- Provide a sufficient number of toilets/portable toilets and handwashing facilities for the number of people expected to attend your event.
- Where portable sanitary fixtures (portable toilets and handwashing sinks) are provided, ensure they are maintained in a sanitary condition and pumped out as often as necessary by a licensed sewage hauler.
- Provide or arrange for the sanitary disposal of liquid waste (e.g. leak-proof containers/holding tank) if connection(s) to sanitary sewer are not provided.
- Ensure adequate disposal of garbage at designated location(s) (e.g. dumpster)
- Ensure **No Smoking** signs are placed in all covered areas (e.g. tents).
- Ensure **No Smoking** signs are placed in all areas where food or drink is served, sold or offered by employees, or that the public can access to eat food or drink beverages (e.g. picnic tables and patio areas)

No Smoking signs are provided by the Eastern Ontario Health Unit. For more information or to place an order for signs, please call the EOHU at 613-933-1375 or at 1 800 267-7120. Ask for Health Line.

SPECIAL EVENTS Organizer's Notification Form

This notification form must be completed by the event organizer and returned to the Eastern Ontario Health Unit (EOHU) **at least 30 days before the event**. The completed notification form may be submitted:

Directly online: www.eohu.ca/specialevents
 By email: specialevents@eohu.ca
 By fax: 613-933-7930
 By mail: Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, Ontario K6J 5T1

Name of event:	Date(s) of event:
Location of event (address):	
Hosting organization name:	Contact person's name:
Contact person's phone:	Cell number:
Fax number:	Email address:
Mailing address:	
Event hours of operation:	Expected daily attendance:
Electricity/backup power: <input type="checkbox"/> Yes <input type="checkbox"/> No	
On-site water source (select only one): <input type="checkbox"/> Municipal <input type="checkbox"/> Private well <input type="checkbox"/> Hauled <input type="checkbox"/> Other <i>If "Other", please describe:</i> _____	
If water is from a non-municipal source, provide the date and results of last analysis (number for Total coliform and E. coli): _____	
Waste water reservoir/holding tank provided by: <input type="checkbox"/> Organizer <input type="checkbox"/> Vendors <input type="checkbox"/> Both	
Waste water disposal provided on-site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Garbage removal and disposal: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of toilets/portable toilets: _____	Number of handwashing sinks/stations: _____
If portable units provided, name of supplier: _____	
Exhibitors at event include: <input type="checkbox"/> Petting zoo <input type="checkbox"/> Pony rides <input type="checkbox"/> Reptiles <input type="checkbox"/> Face painting <input type="checkbox"/> Tattoos <input type="checkbox"/> Piercings <input type="checkbox"/> Other <i>If "Other", please describe:</i> _____	

IMPORTANT NOTE:

If food vendors will be participating in your event, you must complete and submit the Organizer's List of Food Vendors Form available at www.eohu.ca/specialevents.

032-0222e FS-9267-C (15)

SPECIAL EVENTS

Organizer's List of Food Vendors

The *Organizer's List of Food Vendors Form* must be completed by the event organizer for each food vendor (including caterers, exhibitors, chip stands, etc. where food is offered) that will be participating in the event. This information must be returned to the Eastern Ontario Health Unit (EOHU) **at least 30 days before the event.**

Name of Event: _____ Date of Event: _____

Name of Event Organizer: _____ Telephone #: _____ Email: _____

FOOD VENDORS PARTICIPATING IN YOUR EVENT						
	Name of Business	Type of Food Vendor	Contact Person	Business Address	Telephone #	Email
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

If additional rows are needed, please print another form and attach completed form(s) to this sheet.

Completed forms may be submitted to the Eastern Ontario Health Unit:

Directly online: www.eohu.ca/specialevents

By email: specialevents@eohu.ca

By fax: 613-933-7930

By mail: Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, Ontario K6J 5T1

IMPORTANT NOTE: Event organizers must also complete the [Special Event Organizer's Notification Form](#) available at www.eohu.ca/specialevents.

032-0246e FS-9267-D (15)

