

# Food Service at Special Events-Application



## EVENT INFORMATION

Name of vendor:	
Name of event:	
Location (civic address) of event:	
Dates and hours of event:	
Approximate number of expected people:	

\* Please attach a detailed site map of the event to this application.

## UTILITIES

How will you provide the following? (Select **one or more** options from each category below)

1. **Water supply on site**

- ☐ City/town water
- ☐ Private water (attach recent test results)
- ☐ Provided by event organizer
- ☐ Other \_\_\_\_\_
- ☐ Water is not needed

2. **Power source**

- ☐ Battery
- ☐ Electrical
- ☐ Gas/propane
- ☐ Generator
- ☐ Other \_\_\_\_\_
- ☐ Power source is not needed.

3. **Garbage collection/disposal**

- ☐ Garbage cans, haul away
- ☐ Garbage cans, dumpster on-site
- ☐ Other \_\_\_\_\_

4. **Waste Water Collection**

- ☐ Holding tank
- ☐ Container/bucket
- ☐ Direct connection to existing plumbing
- ☐ Other \_\_\_\_\_
- ☐ Waste water collection will not be needed

5. **Waste Water Disposal**

- ☐ City sewer
- ☐ Other \_\_\_\_\_

## FOOD

Provide:

- 1) Food and beverage items (list all items that will be prepared, served, sold during the event)
- 2) Supplier (all food must be obtained from an approved source)
- 3) When will the food be prepared (at the event or in advance)

Food and Beverage Item	Supplier	When will food be prepared	Location of food preparation

# FOOD SERVICE

How will you do the following? (Select **one or more** options from each category below)

- |  |  |
|--|--|
| <p>1. <b>Transport food to the event:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Cooler(s) with ice packs</li><li><input type="checkbox"/> Refrigeration/freezer unit(s)</li><li><input type="checkbox"/> Insulated container(s) (hot foods)</li><li><input type="checkbox"/> Other _____</li></ul> <p>2. <b>Keep food at 4°C or colder:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Cooler(s) with ice packs</li><li><input type="checkbox"/> Refrigeration/freezer unit(s)</li><li><input type="checkbox"/> Other _____</li><li><input type="checkbox"/> Foods will not be kept cold</li></ul> <p>3. <b>Cook/reheat food to 74°C or hotter:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Barbeque/grill</li><li><input type="checkbox"/> Stove/oven</li><li><input type="checkbox"/> Steam table/crockpot</li><li><input type="checkbox"/> Other _____</li><li><input type="checkbox"/> Foods will not be cooked or reheated</li></ul> <p>4. <b>Keep food hot:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Barbeque</li><li><input type="checkbox"/> Stove/oven</li><li><input type="checkbox"/> Insulated containers</li><li><input type="checkbox"/> Chafing dishes</li><li><input type="checkbox"/> Other _____</li><li><input type="checkbox"/> Foods will not be kept hot</li></ul> | <p>5. <b>Check temperatures:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Probe thermometer (for internal temperature of food)</li><li><input type="checkbox"/> Refrigeration thermometer</li><li><input type="checkbox"/> Thermometers will not be needed</li></ul> <p>6. <b>Protect food from contamination:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Tent/umbrella</li><li><input type="checkbox"/> Food/plastic wrap</li><li><input type="checkbox"/> Food storage containers</li><li><input type="checkbox"/> Sneeze guard</li><li><input type="checkbox"/> Other _____</li></ul> <p>7. <b>Prepare/serve foods:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Utensils (e.g. tongs, spoons)</li><li><input type="checkbox"/> Pots/pans/bowls</li><li><input type="checkbox"/> Cutting boards</li><li><input type="checkbox"/> Other _____</li><li><input type="checkbox"/> Utensils will not be needed</li></ul> <p>8. <b>Provide cutlery for customers:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Single use (disposable)</li><li><input type="checkbox"/> Other _____</li><li><input type="checkbox"/> Cutlery will not be needed</li></ul> |
|--|--|

# CLEANING, SANITIZING AND HAND WASHING

What will you use for the below items (Select **one or more** options from each category)

1. **Dishwashing Sinks**
  - ☐ 2-compartment sink with hot and cold running water on-site
  - ☐ Other \_\_\_\_\_
  - ☐ Dishwashing sinks will not be needed
2. **Hand Washing Sinks (select all that apply)**
  - ☐ Portable hand sink with hot and cold running water,
  - ☐ A temporary hand wash station
  - ☐ Liquid soap in a dispenser
  - ☐ Paper towel in a dispenser
  - ☐ Other (describe) \_\_\_\_\_
  - ☐ Hand washing sinks will not be needed
3. **Cleaning and Sanitizing Equipment**
  - ☐ Dishwashing detergent
  - ☐ Bleach sanitizer (100 ppm)
  - ☐ Quat sanitizer (200 ppm)
  - ☐ Other \_\_\_\_\_
  - ☐ Surface sanitizer is not needed
  - ☐ Test strips to verify surface sanitizer concentration

## STRUCTURE

What type of premises will be used at the site of the event? (Select one or more options).

**Please attach a floor plan of your structure to the application.**

- ☐ A temporary food booth (e.g. tables and tents)
- ☐ Self-contained mobile food truck
- ☐ Professionally constructed mobile food preparation cart (e.g. hot dog cart)
- ☐ Kitchen located in a building (e.g. church, community hall)
- ☐ Premises will be located outdoors
- ☐ Premises will be located indoors

## FOOD SAFETY TRAINING

At least one person needs to be present at all times who has successfully completed an approved food safety training course. Food handlers are required to have a copy of their certificate with them during the event.

- **Attach a copy of the food safety training certificate to the application**

## APPLICANT SIGNATURE

Please ensure you have completed all applicable sections in as much detail as possible. Incomplete information could delay processing of your application.

The information I have provided is complete and accurate to the best of my knowledge. I further agree to comply with the provisions of the *Food Premises Regulations* and any other requirements outlined by Environmental Health.

Date of Application	Name
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## QUESTIONS

Contact **Environmental Health:** 902-368-4970 or Toll Free 1-800-985-6400  
envhealth@ihis.org

