

### Organizer Responsibilities and Important Information

- ☐ Special Event Organizer Application to be submitted **sixty (60) days** prior to the event. An application submitted less than sixty (60) days prior to the event may not be approved
- ☐ Ensure that all persons or organizations planning to sell or give away food and/or drinks to the public at a special event submit a Special Event Food Provider Application with a recent food safety inspection report
- ☐ Collect all completed Special Event Food Provider Applications and submit them to the health unit all Special Event Food Provider Applications **thirty (30) days** prior to the event
- ☐ All applications will be assessed by a Public Health Inspector to determine if all requirements have been met
- ☐ Approval must be obtained **prior** to the event
- ☐ Temporary Food Establishment permits for all food providers will be emailed to the organizer once approved
- ☐ Print and distribute all permits and ensure they are posted at the event
- ☐ Failure to meet these requirements and the associated regulations may result in legal action and/or closure
- ☐ Notify the health unit of any significant changes to the original application

### Permits and Regulatory Requirements

Check with the following:

- ☐ Municipality County Administration
- ☐ Fire and Police Services
- ☐ Building and By-Law Department
- ☐ Public Works

### Special Event Requirements

#### Food and Beverages Permitted

- ☐ Food or beverages must be obtained from an inspected and approved source
- ☐ Food or beverages prepared in a private home are not permitted
- ☐ Water and ice must be from a potable source

#### Garbage and Wastewater Disposal

- ☐ Wastewater that cannot be plumbed into a sanitary sewer must be collected in a wastewater container
- ☐ Do not dispose of wastewater (i.e. dish or handwashing water) on the ground or into a storm drain
- ☐ Dispose of garbage and wastewater in a manner that does not contaminate the environment
- ☐ Garbage stored in covered, rodent and insect proof containers
- ☐ Communicate to food providers of garbage and wastewater disposal locations at the event
- ☐ Remove garbage and wastewater from the event as often as necessary

#### Alternate Power and Water Supplies

- ☐ Organize an emergency back-up power and water supply (i.e. potable water supply, generators, etc.)

## Handwashing Facilities

- ☐ Supplied with potable water, paper towels, and liquid hand soap
- ☐ Located close to the toilets

## Sanitary Facilities

- ☐ It is the responsibility of the organizer to ensure that a maintenance contact is in place prior to the event
- ☐ Keep invoices and receipts for sanitary facility units and services should this documentation be requested
- ☐ Keep an emergency contact number for the sewage hauler company readily available
- ☐ Keep sanitary facilities clean at all times
- ☐ Pump out portable toilets when necessary by a licensed sewage hauler

## How to Determine Handwashing and Sanitary Facilities at your Event

- ☐ Handwashing facilities and toilets must be provided based on the estimated daily attendance
- ☐ Refer to Table 2 if alcohol is being served in addition to food

**Table 1: Special Events with food and non-alcoholic beverages**

Estimated Daily Attendance	Minimum Number of Toilets	Minimum Number of Handwashing Facilities
0-50	2	2
51-150	4	2
151-300	6	4
301-500	8	4
>500	10*	6**

**Table 2: Special Events with food and both non-alcoholic and alcoholic beverages**

Estimated Daily Attendance	Minimum Number of Toilets	Minimum Number of Handwashing Facilities
0-100	4	2
101-200	6	4
201-400	8	4
>400	12*	8**

**\*Add one toilet for each additional 100 attendees**

**\*\*Add one handwashing facility for each additional 200 attendees**