

Special Event Food Provider Application

Please complete and submit this application, one per each concession, at least thirty (30) days prior to the event. **Food Provider Applications submitted less than 30 days prior to the event may not be approved.** Food Providers who fail to obtain approval from the Haldimand-Norfolk Health Unit may face closure or other legal action. All food providers must comply with applicable sections of the Ontario Food Premises Regulation 562/90, under the Health Protection and Promotion Act, R.S.O., 1990 as amended.

If applying from outside of Haldimand or Norfolk counties, please include a recent food safety inspection report with your application. Applications can be sent to the Haldimand-Norfolk Health Unit using the contact information found at the bottom of this page.

Special Event Information

Name of event:

Event dates:

Event location (address or intersection, including the city)

Set-up date and time:

Food Provider Information

Name of concession:

Contact person:

Home phone: Business/Cell phone:

Mailing address:

Email:

*Please ensure to review the **Food Provider Information Package** before completing the sections below.

Menu Items (Please List)

All food items must be obtained from an approved source, or prepared at a facility inspected by an appropriate government agency.

Food Served

1	<input type="text"/>
2	<input type="text"/>

Food (i.e. Sobeys, Costco)

1	<input type="text"/>
2	<input type="text"/>

3

3

4

4

Attach additional lists/menus as necessary.

Food Handling / Transportation

1. Describe how potentially hazardous foods (i.e. meat, seafood, dairy products, etc.) will be transported to the event below 4°C/40°F, or above 60°C/140°F.

2. Describe how potentially hazardous foods will be kept out of the temperature danger zone of 4°C/40°F to 60°C/140°F.

3. Describe the types of food handling that will occur on site during the event (i.e. cooking, hot holding, reheating).

4. Describe how food items will be protected from potential contamination during the event (i.e. sneeze guard, food-grade wrap, covering, etc.)

Vendor Set-up Information (Either option A or B)

A. Food Premises or Mobile Premises/Food Truck/Trailer

- Hot and cold running water (potable)
- Handwashing sink with Liquid soap and paper towels
- Two compartment sink for utensil washing
- Holding tank for waste water
- Mechanical refrigeration with internal indicating thermometers
- Hot holding storage unit
- Probe thermometer
- Multiple sets of clean serving utensils
- Sanitizer (bleach/chlorine, quats/quaternary ammonium, or iodine) and sanitizer test strips
- Hats/hairnets and clean outer clothing for food handlers
- Premises maintained in a sanitary manner (i.e. apron)

B. Temporary Booth or BBQ

- Temporary Handwashing station with cooler or coffee urn with spigot to hold warm clean water liquid soap and paper towels container to collect waste water
- Two sinks or containers for dish washing
- Canopy or a covering over the booth
- Mechanical refrigeration or a cooler with internal indicating thermometers
- Hot storage unit
- Probe thermometer
- Multiple sets of clean serving utensils
- Sanitizer (bleach/chlorine, quats/quaternary ammonium, or iodine) and sanitizer test strips
- Hats/hairnets and clean outer clothing for food handlers
- Premises maintained in a sanitary manner

Waste Water Collection Method:

Holding tank Grey water containers Municipal Other

Garbage and grease disposal:

Garbage receptacle(s) provided Disposal method:
 YES NO

Grease receptacle(s) provided: Disposal method:
 YES NO

All person(s) involved in the handling and selling food to the public are strongly encouraged to complete a food handler certification course. Please contact the Haldimand-Norfolk Health Unit to discuss training options at 519-426-6170 or 905-318-6623

Food provider name (please print)

Food provider signature Date

By signing, the food provider certifies that they understand and will comply with the conditions outlined in this package. Any food provider found not to be compliant may be subject to the provisions of the *Health Protection and Promotion Act, R.S.O. 1990* and/or applicable by-laws.

For office use only:

Date reviewed by PHI:

Application approved Application not approved

Comments:

Name of reviewing PHI

Signature of reviewing PHI

Please complete and submit the [Special Event Food Provider Application](#) at least thirty (30) days before the start of the special event. There is no fee for this application process. Applications can be submitted via email to specialevents@hnhu.org, by fax at 519-426-9974, online at hnhu.org/health-topic/special-event-food-provider-application or it can be dropped off in person at either of the addresses listed below.

Simcoe:
Haldimand-Norfolk Health Unit
P.O. Box 247, 12 Gilbertson Drive
Simcoe, Ontario N3Y 4L1
519-426-6170

Caledonia:
Haldimand-Norfolk Health Unit
282 Argyle Street South
Caledonia, Ontario N3W 1K7
905-318-6623

Norfolk County Administration Building
50 Colborne Street South
Simcoe, Ontario N3Y 4H3
519-426-5870