



# *Special Event* Temporary Food Establishment

## Vendor Package

### Contents:

Special Event - Vendor Package

Special Event - Vendor Application

Grey Bruce Health Unit, 101 17<sup>th</sup> Street East, Owen Sound, ON N4K 0A5  
Telephone: 519-376-9420 or 1-800-263-3456 Fax: 519-376-6310  
[publichealth@publichealthgreybruce.on.ca](mailto:publichealth@publichealthgreybruce.on.ca)



## Special Event – Food Vendor Package

The following requirements are to assist you in providing a safe food product to reduce the possibility of food-borne illness. If you require assistance, a public health inspector is available for consultation prior to the event. Please ensure the event organizer receives the application form at least 14 days prior to the event or fill out an application form online. If there is no event organizer, please forward to the Grey Bruce Health Unit (GBHU) by mail, fax, email or complete the online form at least 14 days prior to the event.

Please note that the Grey Bruce Health Unit strongly recommends that all food handlers receive Food Handler Training. Please contact the GBHU for further information on courses at [www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Food-Safety-Certification-Courses](http://www.publichealthgreybruce.on.ca/Your-Environment/Food-Safety/Food-Safety-Certification-Courses)

## Food Vendor Responsibilities

### GENERAL RESPONSIBILITIES

#### All food handlers must

- Practice good personal hygiene and hand washing
- Wear clean clothes and aprons
- Wear headgear (hair net or hat)
- Not use tobacco products within the booth or where food is stored, prepared and served

#### Food must be protected from contamination during storage, preparation and display

- Utensils must be used to handle food (including ice) wherever possible to minimize hand contact (napkins may be used for pastries)
- Food must be stored in their original containers or food grade containers
- Keep food covered with lid, foil, plastic wrap or other barriers to prevent contamination by pests, dust, dirt and other foreign material
- Food must be kept 15 cm (6”) off the ground (i.e. on pallets)

#### Booths

- Must have an overhead cover with 3 sides where food is prepared (not required if food is prepared off-site)
- Only food handlers are allowed within the food preparation area

### Thermometers

- A probe thermometer is required to check all cold holding, hot holding and cooking temperatures
- Ensure you have alcohol swabs or a means to wash and sanitize probe thermometers between uses

### Water

- All water used in food preparation, hand washing and cleaning must be potable
- All events lasting 4 days or more must have running hot and cold water, and a sink with a minimum of 2 compartments

### Garbage and waste disposal

- All garbage and waste containers must be of a durable, leak proof and non-absorbent material
- All waste containers must have tight fitting lids
- All waste must be removed as often as necessary and disposed of in an approved manner

## HAND WASHING

- Required in all booths where food is being prepared or served
- Hand wash stations must be conveniently located for all food handlers
- Must consist of potable water under pressure\*, paper towels, and liquid soap in a pump dispenser
  - \* *A rental hand wash station or container with a spigot and waste water collection bucket*
- Hand sanitizer is not a replacement for hand washing
- Disposable gloves may be worn but are not a substitute for hand washing. They must be changed in between tasks and hands must be washed before putting on a new pair and after taking off a dirty pair. Washing gloves is not acceptable.

## HAZARDOUS FOODS

These are generally foods which are moist, high in protein or carbohydrates, neutral or slightly acidic, and low in salt or sugar. These foods must be refrigerated (examples: milk and milk products, eggs, meat, poultry, fish, shellfish, cooked rice, cream and cheese pastries, meringue, mixed salads such as potato or tuna).

### Transporting and storage of hazardous foods

- During transportation, use thermally insulated containers with hot or cold packs or ice to maintain internal food temperatures
- Thermometers must be present in all containers, coolers and refrigeration units

### Cooking foods

- Foods must be cooked to the final internal temperature listed below:

Internal Cooking Temperatures (must be held for 15 seconds)		
Whole Poultry	82°C	180°F
Poultry pieces/ground poultry	74°C	165°F
Hazardous Food Mixtures	74°C	165°F
Pork/Ground Meat	71°C	160°F
Fish	70°C	158°F
Eggs	63°C	145°F

### Reheating hazardous foods

- Foods must be reheated to at least the original cooking temperature for at least 15 seconds (whole poultry can be reheated to 74°C) before placing in hot holding units (e.g. chafing dishes)

### Hot and cold holding of hazardous foods

- Hot holding: *food must be held at an internal temperature of 60°C (140°F) or higher*
- Cold holding: *food must be held at an internal temperature of 4°C (40°F) or less*

### Cooling hazardous foods

- Cool from 60°C to 20°C within 2 hours and from 20°C to 4°C within 4 hours
- It is recommended that leftovers from the day be discarded

### Meat, poultry and fish products

*No raw meat, raw poultry, or raw fish is to be prepared on site, unless approved by a public health inspector*

- All meat, poultry and fish products must be pre-cooked, commercially prepared or prepared in an approved inspected food premise


## CLEANING AND SANITIZING

### Dishwashing

- Only single use disposable utensils (examples: plates, forks, knives, cups) are to be provided to customers. Utensils used in food preparation may be cleaned and sanitized or enough clean sets must be on hand to last the entire day.


**Events lasting 3 days or less**  
(with no running water in the booth)

**1-3**  
DAYS




The 3-step method of dishwashing is to be used to clean dishes and utensils:


**TUB #1**  
Wash using warm water



**TUB #2**  
Rinse with clean water




**TUB #3**  
Sanitize with a 100ppm chlorine solution or another sanitizer approved by a public health inspector and used according to the manufacturer's directions. Test strips to check the sanitizer concentration must be on hand.




**Events lasting 4 days or more**  
(with running water in the booth)

**4+**  
DAYS




The 2 compartment sink method may be used to wash dishes and utensils:

**SINK #1**  
Wash and rinse using warm water



**SINK #2**  
Sanitize with a 100ppm chlorine solution or another sanitizer approved by a public health inspector and used according to the manufacturer's directions. Test strips to check the sanitizer concentration must be on hand.



### Sanitizing

- Use spray bottles and paper towels or buckets with cloths with a 200ppm chlorine solution or another approved sanitizing solution mixed according to the manufacturer's directions to sanitize surfaces and clean in place
- Change buckets every 2 hours or as they become visibly dirty
- All food contact and soiled surfaces must be washed before sanitizing
- Wiping cloths for cleaning and sanitizing must be stored in a sanitizing solution in between uses. Do not add detergent to the mixture.

# Exempt Events

(RELIGIOUS OR FRATERNAL ORGANIZATIONS OR SERVICE CLUBS)

Only religious organizations, fraternal organizations and service clubs are exempt from the Ontario Food Premises Regulation, but are not exempt from the Health Protection and Promotion Act (HPPA). Special events may still be inspected by a public health inspector under the HPPA to ensure no health hazards exist.

## Requirements for Exempt Events

- Notify the GBHU of all special events at least 14 days before the beginning of the event (complete the Special Event - Vendor Application form)
- Post “Notice to Patrons” signs stating that the food premises and food has not been inspected in accordance with the Food Premises Regulation.
  - ◆ Post at all entrances to the event or at the food booth in plain site where it can be easily seen
  - ◆ Signage must be 8.5” x 11” (see **Appendix**)
  - ◆ Keep a list of all foods donated to the event, including the name, address and phone number of the donor(s). This is important so a public health inspector can review it for any potentially hazardous foods in the case of an outbreak.

Have you received an exemption from treatment and sampling requirements of Ontario Regulation 319, *Small Drinking Water Systems*?

If yes, are the warning signs posted at every location that **instructs the users not to consume the water**? Signs may be required at a service connection, tap, or other water delivery device which might allow human consumption of the water. Prior to the special event, ensure warning signs are posted, in a good state of repair, and may be easily read.

***Note:** Exempt organizations have the option of adhering to the requirements of the Food Premises Regulation and being inspected as a regular event. In such cases the Notice to Patrons and a donated food list would not be required. Please submit an application and follow all of the guidelines in the Special Event Food Vendor Package.*

# Smoking Tobacco at Outdoor Special Events

Special event organizers are encouraged to contact Public Health in advance of the event to ensure all proprietor obligations under the *Smoke-Free Ontario Act* are met. Contact the Grey Bruce Health Unit at 519-376-9420 or 1-800-263-3456 and speak to a Tobacco Enforcement and Education Officer.



## Patios

Smoking is prohibited on all patios (covered and uncovered) at restaurants and bars all year round. This also applies to any picnic tables, folding tables and chairs set up by a food truck or concession stand for the use of patrons to consume food or drink.

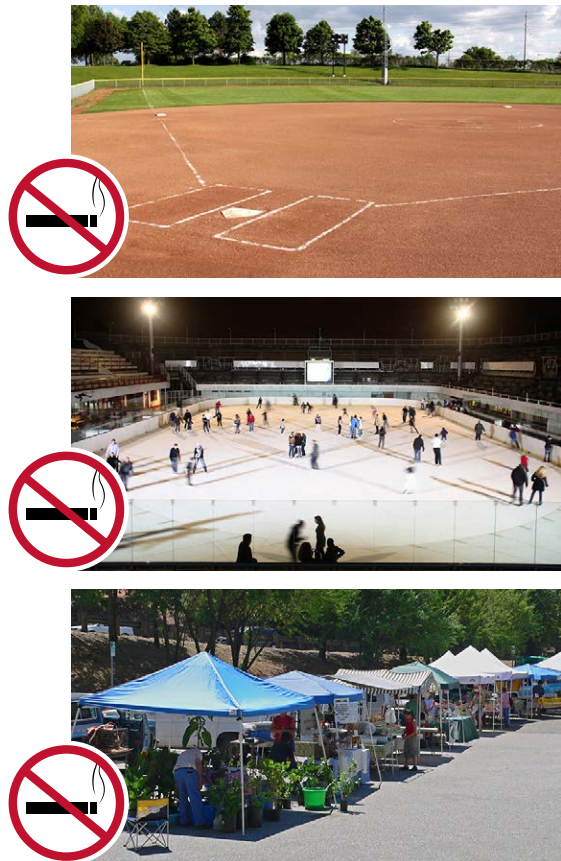


Signage indicating that smoking is banned on the patio should be placed at the seating area where it is free from obstruction and easily visible for customers to see.



## Playgrounds

A playground is an area used primarily for the purposes of children's recreation, contains play equipment, and is open to the public whether or not a fee is charged for entry. Smoking is prohibited at **all** outdoor children's playgrounds and all public areas within 20 metres of the perimeter of the playground all year round. This would include vehicles parked in public parking lots within the 20 metres perimeter. It would not extend to vehicles parked in private parking spots, such as the driveway of a private residence. This prohibition applies in all seasons and to playgrounds temporarily established for outdoor events. No smoking signs must be posted at all times where they are free from obstruction and easily visible for users to see.



## Sporting Area including Spectator Area

A sporting field may include soccer, baseball, skating, and skateboarding that is open to the public whether or not a fee is charged for entry. Golf is not considered a sporting field and this prohibition does not apply.

Smoking is prohibited at all outdoor **provincial and municipal** sporting areas including spectator areas and within 20 metres of the perimeter of the sporting field all year round. No smoking signs must be posted at all times where they are free from obstruction and easily visible for users to see.

A multi-purpose sporting area, used primarily for sports and occasionally for other activities such as outdoor markets and concerts, is considered a sports field where smoking is prohibited at all times. This means the market or concert would be a smoke-free event.

## Signs

No smoking signs are available, free of charge, through Public Health. It is an offense under the *Smoke-Free Ontario Act* for failure to post required signage.





## Vendor Information

<b>Contact Name</b>			
<b>Contact #s</b>	<b>Phone</b> (    ) -	<b>Cell</b> (    ) -	
	<b>Fax</b> (    ) -		
<b>Email</b>			
<b>Street Address</b>			
<b>City/Town</b>		<b>Postal Code</b>	
<b>*Check if you are a:</b>	<input type="checkbox"/> Religious Organization   <input type="checkbox"/> Fraternal Organization   <input type="checkbox"/> Service Club		

## Event Information

<b>Event Name</b>	
<b>Event Location</b>	
<b>Date(s) of Event</b>	
<b>Hours of Operation</b>	
<b>Expected Attendance</b>	Daily:

## Water Supply

<b>Hand Wash Station</b>	<input type="checkbox"/> Permanent   <input type="checkbox"/> Rental Station   <input type="checkbox"/> Container with spigot and bucket
<b>Water Source</b>	<input type="checkbox"/> Municipal   <input type="checkbox"/> Bottled   <input type="checkbox"/> Water Truck   <input type="checkbox"/> Private (specify) :
<b>Water Transportation to Site?</b>	<input type="checkbox"/> Y / <input type="checkbox"/> N/A
<b>Have you been directed by the GBHU to sample your drinking water?</b>	<input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A

### \*Exempt Organizations

<p><b>RELIGIOUS ORGANIZATION:</b> An organization, other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidenced by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being (Income Tax Act).</p>	<p><b>FRATERNAL ORGANIZATION:</b> Any organized body (of men or women or both) who are banded together, not for financial profit, but for mutual help, and to promote moral intellectual or social benefits among members.</p> <p><b>Examples:</b> Knights of Columbus, Masonic Lodge, Moose Lodge, Sisterhoods and Brotherhoods</p>	<p><b>SERVICE CLUB:</b> An organization dedicated to the growth and general welfare of its members and the community.</p> <p><b>Examples:</b> Optimist Club, Lions Club, Rotary Club, Royal Canadian Legion, Boy Scouts/Girl Guides, Community Sports Association</p>
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## Food Safety

<b>Number of food handlers at booth</b>		<b>Number of certified food handlers</b>	
<b>Headgear</b>	<input type="checkbox"/> Hair Net   <input type="checkbox"/> Hat or Cap   <input type="checkbox"/> Other (specify) :		
<b>Event Food Premise</b>	<input type="checkbox"/> Temporary Booth   <input type="checkbox"/> Mobile Unit   <input type="checkbox"/> Permanent Kitchen		
	<input type="checkbox"/> Other (specify) :		
<b>Food Transportation</b>	<input type="checkbox"/> Refrigerated Truck   <input type="checkbox"/> Cooler   <input type="checkbox"/> Thermal Container		
	<input type="checkbox"/> Other (specify) :		
<b>Cooking/Reheating</b>	<input type="checkbox"/> N/A   <input type="checkbox"/> BBQ/Grill   <input type="checkbox"/> Fryer   <input type="checkbox"/> Oven   <input type="checkbox"/> Electric Burner		
	<input type="checkbox"/> Other (specify) :		
<b>Hot Holding</b>	<input type="checkbox"/> N/A   <input type="checkbox"/> Chafing Dish   <input type="checkbox"/> BBQ/Grill   <input type="checkbox"/> Oven   <input type="checkbox"/> Other (specify) :		
<b>Cold Holding</b>	<input type="checkbox"/> N/A   <input type="checkbox"/> Refrigerated Truck/Unit   <input type="checkbox"/> Coolers with ice/cold packs		
<b>Thermometers</b>	<b>Probes to check internal food temperatures</b>		<input type="checkbox"/> Y / <input type="checkbox"/> N/A
	<b>For cold holding</b>		<input type="checkbox"/> Y / <input type="checkbox"/> N/A

Food Sources – Please see separate form on the following page

## Utensil Washing

<b>Utensil Washing</b>	<input type="checkbox"/> N/A   <input type="checkbox"/> 2 Step Method   <input type="checkbox"/> 3 Step Method   <input type="checkbox"/> Several sets on hand
<b>Utensils for Patrons</b>	<input type="checkbox"/> N/A   Disposable <input type="checkbox"/> Y / <input type="checkbox"/> N
<b>Sanitizing</b>	<input type="checkbox"/> Chlorine Sanitizer (bleach)   <input type="checkbox"/> Other Sanitizer (specify) :
<b>Sanitizer Test Strips</b>	<input type="checkbox"/> Y / <input type="checkbox"/> N

## Waste Disposal

<b>Waste Containers</b>	<b>Event Organizer Providing</b> <input type="checkbox"/> Y / <input type="checkbox"/> N
	<input type="checkbox"/> Garbage   <input type="checkbox"/> Waste Water   <input type="checkbox"/> Grease

<b>FOR OFFICE USE ONLY</b>	Reviewed by: _____ Approved on: _____ Inspected on: _____ Comments: _____
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# Proposed Food Menu and Sources

Please provide information for all sources of food and ingredients to be served.

Food	Food Source	
	Name	
	Address	
	Telephone	(    )    -
	Office Use Only	Inspected Source <input type="checkbox"/> Y / <input type="checkbox"/> N Inspecting HU (other than GBHU):
	Name	
	Address	
	Telephone	(    )    -
	Office Use Only	Inspected Source <input type="checkbox"/> Y / <input type="checkbox"/> N Inspecting HU (other than GBHU):
	Name	
	Address	
	Telephone	(    )    -
	Office Use Only	Inspected Source <input type="checkbox"/> Y / <input type="checkbox"/> N Inspecting HU (other than GBHU):
	Name	
	Address	
	Telephone	(    )    -
	Office Use Only	Inspected Source <input type="checkbox"/> Y / <input type="checkbox"/> N Inspecting HU (other than GBHU):
	Name	
	Address	
	Telephone	(    )    -
	Office Use Only	Inspected Source <input type="checkbox"/> Y / <input type="checkbox"/> N Inspecting HU (other than GBHU):
	Name	
	Address	
	Telephone	(    )    -
	Office Use Only	Inspected Source <input type="checkbox"/> Y / <input type="checkbox"/> N Inspecting HU (other than GBHU):
	Name	
	Address	
	Telephone	(    )    -
	Office Use Only	Inspected Source <input type="checkbox"/> Y / <input type="checkbox"/> N Inspecting HU (other than GBHU):

## DID YOU FORGET ANYTHING?

# Food Vendor Basic Event Checklist

### FOOD HANDLERS

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- Headgear
- Clean outer garments and aprons

### HAND WASH STATION

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- Safe water supply
- Water container with spigot (dispensing valve) and wastewater collection container
- Liquid soap, paper towels, and waste container
- Rental hand wash station

### FOOD SAFETY

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- Food probe thermometers to check internal temperature of hot and cold hazardous foods
- Thermometers in each cooler/fridge/freezer
- Ice/ice packs
- Food storage containers and coverings - adequate protection to ensure food is not contaminated (e.g. lids, plastic wrap, aluminum foil, sneeze guards)

### WASTE DISPOSAL

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- Adequate supply of garbage bags and containers
- Waste water containers with leak proof lids
- Grease container

### UTENSILS AND EQUIPMENT

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- Tables/shelving/racks for preparation and to keep food off the ground
- Cooking utensils (e.g. serving spoons, tongs, spatulas) to minimize direct contact with food (adequate back-up supplies available if washing and sanitizing is not available)
- Disposable utensils for patrons
- Booth where food is prepared has overhead cover with 3 sides

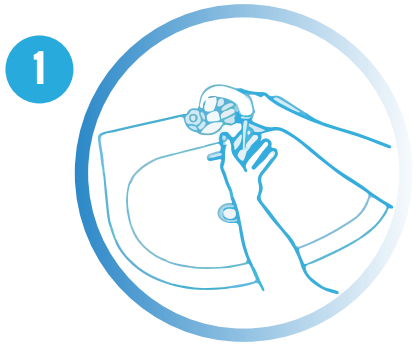
### WASHING AND SANITIZING

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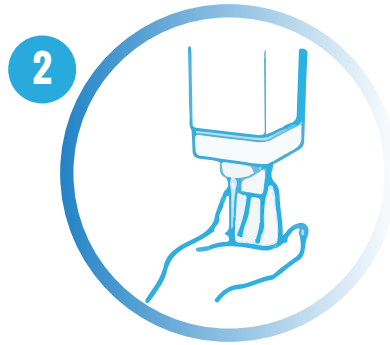
- Safe water supply
- Appropriate number of wash tubs/sinks
- Dishwashing soap
- Sanitizer (e.g. bleach) and test strips
- Spray bottle or buckets for sanitizer
- Adequate supply of cloths or paper towels for cleaning and sanitizing

# DON'T LET GERMS MOVE IN.

## Clean your hands.



Wet hands with water.



Apply enough soap to cover all hand surfaces.

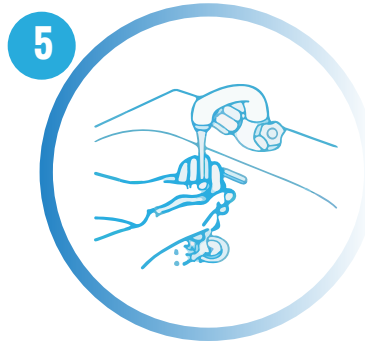


Rub hands palm to palm.

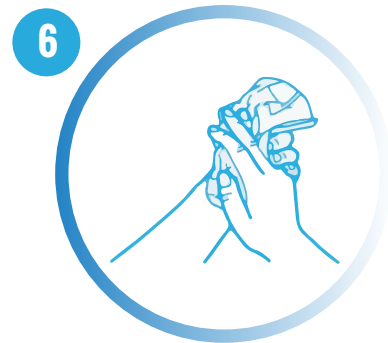


duration of entire procedure:  
**10-20 seconds**

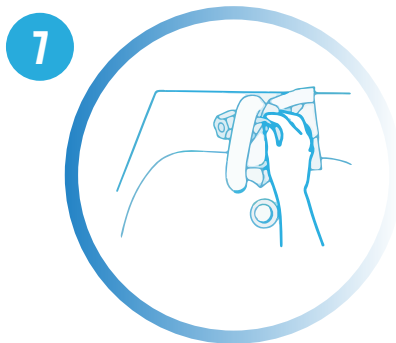
Scrub in between and around fingers and the backs of your palms.



Rinse thoroughly under running water.



Pat hands dry with paper towel.



Turn off water using same paper towel.



Your hands are now safe.



# HAND HYGIENE

101 17th Street E., Owen Sound, ON  
519-376-9420 or 1-800-263-3456  
[publichealthgreybruce.on.ca](http://publichealthgreybruce.on.ca)

## Two Compartment Method of Dishwashing

### SINK # 1

#### WASH & RINSE



with a detergent that removes grease



in clean running water  
43°C / 109°F or more

### SINK # 2

#### SANITIZE



Mix **one** of the following with water 24°C or 75°F:

- 100 ppm chlorine bleach
- 200 ppm “quats”
- 25 ppm iodine

**OR** hot water at 77°C / 171°F

#### AIR DRY



Cutlery should be placed handles pointing up.

Glasses are placed upside down.

1 millilitre (ml) of household bleach per 1 litre (L) of water = 1 teaspoon per 1 gallon = 100 parts per million (ppm)



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www.publichealthgreybruce.on.ca

## Three Compartment Method of Dishwashing

### SINK # 1

#### WASH



with a detergent that removes grease

### SINK # 2

#### RINSE



in clean running water  
43°C / 109°F or more

### SINK # 3

#### SANITIZE



Mix **one** of the following with water 24°C or 75°F:

- 100 ppm chlorine bleach
- 200 ppm “quats”
- 25 ppm iodine

**OR** hot water at 77°C / 171°F

#### AIR DRY



Cutlery should be placed handles pointing up.

Glasses are placed upside down.

1 millilitre (ml) of household bleach per 1 litre (L) of water = 1 teaspoon per 1 gallon = 100 parts per million (ppm)



519-376-9420 1-800-263-3456  
www.publichealthgreybruce.on.ca

# **NOTICE TO PATRONS**

**This premises and/or all or a portion of the food for this special event have not been inspected by the Grey Bruce Health Unit in accordance with Ontario Regulation 562 made under the Health Protection and Promotion Act.**

Posted in accordance with Section 2 (3) (1) Ontario Regulation 562 (Food Premises)