

Special Events Notification Form

*Note: Regardless of Exemptions under the Food Premise Regulations, every person who intends to sell food to the public (e.g., BBQ fundraiser, church supper, etc.) must notify the Health Unit in accordance with Section 16(2) of the Health Protection & Promotion Act. Please complete and submit this form at least two weeks prior to the event date to Public Health. Retain a copy of this form for your records; you will NOT be mailed/faxed a copy. **IF THERE ARE CONCERNS, THE PUBLIC HEALTH INSPECTOR WILL CALL THE PERSON(S) RESPONSIBLE TO CLARIFY.***

Event Information

Name of Event:		Event Location (Address)	
Event Date(s):		Set Up Date:	
Name of Your Organization:		Person Responsible:	
Bus. Phone: ()	Home Phone: ()	Email:	
Concession Site:			
<input type="checkbox"/> Tent	<input type="checkbox"/> Trailer	<input type="checkbox"/> Church	<input type="checkbox"/> Business Establishment <input type="checkbox"/> Other
How is the water supplied?			
<input type="checkbox"/> Municipally Supplied		<input type="checkbox"/> Well Water Supply	<input type="checkbox"/> Commercial Bottled Water
Describe handwashing station: must be equipped with liquid soap in a dispenser & paper towels			
<input type="checkbox"/> fixed sink with hot & cold running water	<input type="checkbox"/> Coffee urn or portable supply with basin to catch waste water	<input type="checkbox"/> Other	
What type of sink is provided for utensil washing?			
<input type="checkbox"/> 2 compartment dishwashing	<input type="checkbox"/> 3 compartment dishwashing	<input type="checkbox"/> Other explain:	
How will you dispose of waste water?			
<input type="checkbox"/> Plumbed to municipal sewer		<input type="checkbox"/> collect for disposal in sanitary facility	
How will you keep food hot?			
<input type="checkbox"/> steam table	<input type="checkbox"/> warmer	<input type="checkbox"/> oven	<input type="checkbox"/> grill <input type="checkbox"/> BBQ
How will you keep food cold?			
<input type="checkbox"/> freezer	<input type="checkbox"/> refrigerator	<input type="checkbox"/> Ice chests/coolers	<input type="checkbox"/> Other explain:
How will you dispose of garbage?			
<input type="checkbox"/> Municipal	<input type="checkbox"/> Other explain:		
Is the food prepared in a kitchen inspected by a health unit? If yes, where?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Name of establishment and location:	
Food items to be served: (please list)	Food supplier or store/business where purchased	Address	Phone
1.			()
2.			()
3.			()
4.			()
5.			()
Note: The use and/or sale of uninspected meats & unpasteurized milk/milk products are strictly prohibited.			
Signature of person(s) responsible for event:			Date:

EHU 519 (Apr-14)

The Personal Information on this Special Events Notification Form is collected under the authority of the *Health Protection and Promotion Act* and applicable privacy legislation. This information will be used for delivery of public health programs and services and may be used for evaluation or statistical/research purposes. Any questions about the collection of this information should be directed to: ESTPH Privacy Officer, 1230 Talbot Street, St. Thomas, ON N5P 1G9; (519) 631-9900; Fax: (519) 631-3745; E-mail: estph@elginhealth.on.ca