

SPECIAL EVENTS TEMPORARY FOOD VENDOR'S NOTIFICATION FORM

Each food vendor must submit a completed form to the Eastern Ontario Health Unit (EOHU) **at least 30 days before the event**. We cannot guarantee that notifications received less than 30 days before the event are processed. Only food vendors that have been approved by the EOHU can attend the event.

The completed notification form may be submitted:

By email: specialevents@eohu.ca

By fax: 613-933-7930

By mail: Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, Ontario K6J 5T1

IMPORTANT: You must submit a separate notification form for each individual food premises (food vendor truck, cart, booth, table, etc.) that you will be operating at this event.

VENDOR INFORMATION

Business or premises name: _____

Business address: _____

Name of owner/operator: _____

Owner/operator phone number(s): _____

Owner/operator email address: _____

Last event in this area you have participated in this year (date and location): _____

Will you have more than one food premises at this event? Yes No



EVENT INFORMATION

Please fill out the information below regarding the event(s) you plan to participate in.

If you will be participating in multiple events using the SAME MENU and the SAME FOOD PREMISES, you may include entries for each event in the table below. If you have more entries than can fit in the table, you may attach a separate sheet with additional entries.

NOTE: If your menu will change for this food premises, you must fill out a SEPARATE notification form for EACH event.

NAME OF EVENT	LOCATION OF EVENT	DATE AND HOURS OF OPERATION AT THE EVENT

FOOD TRANSPORTATION AND PREPARATION

Where are you preparing the food? _____

If food is being prepared at a location other than the event, please complete the next 5 questions:

Name of premises where food is prepared: _____

Address of premises where food is prepared: _____

Is this premises inspected? Yes No

How are you transporting cold hazardous food? _____

How are you transporting hot hazardous food? _____

ON-SITE FOOD STORAGE AND COOKING

How will you maintain cold hazardous foods at or colder than 4°C/40°F?

How will you maintain hot hazardous foods at or hotter than 60°C/140°F?

How will you be cooking foods? _____

HANDWASHING STATIONS

Every premises that prepares/handles open food products must provide a separate handwashing station used exclusively for handwashing.

DISHWASHING FACILITIES

How will you wash, rinse and sanitize the utensils? _____

WASTE SERVICES

How will you dispose of liquid waste? _____

How will garbage be disposed? _____

MENU ITEMS

List all foods that will be prepared and served at this premises. You must also provide the name and address of the food source/supplier (grocery store, caterer, restaurant) for all menu items.

MENU ITEM

FOOD SOURCE/SUPPLIER NAME AND ADDRESS

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