

SPECIAL EVENTS ORGANIZER'S NOTIFICATION FORM

This notification form must be completed by the event organizer and returned 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

Name of event: _____ Date(s) of event: _____

Location of event (address): _____

Contact person's name: _____ Contact person's phone(s): _____

Fax number: _____ Email address: _____

Mailing address: _____

Event hours of operation: _____ Expected daily attendance: _____

Electricity/backup power: Yes No

On-site water source: _____

If water is from a non-municipal source, provide the date and results of last analysis (number for Total coliform and E. coli): _____

Waste water disposal provided on-site: Yes No

Garbage disposal provided on site: Yes No

Are toilets available? Yes No

Do they have handwashing facilities? Yes No

If portable units provided, name of supplier: _____

Are No Smoking/No Vaping signs posted in all areas where food or drink is served, sold or offered? Yes No

Do you have a designated smoking/vaping section where food and drink are not allowed? Yes No

Exhibitors at event include: Petting zoo Pony rides Reptiles

Face painting Tattoos Piercings

Other If "Other", please describe: _____

NOTE: Effective July 1, 2018, horses, cattle or sheep that are exhibited at the event must be vaccinated against rabies. Please include proof of vaccination when submitting your Organizer's Notification Form.

If you require this information in an alternate format, please call 1 800 267-7120 and press 0.



CORNWALL • ALEXANDRIA • CASSELMAN • HAWKESBURY • ROCKLAND • WINCHESTER

List of Food Vendors Participating in Your Event

This form must be completed and submitted by the event organizer for each food vendor (including caterers, exhibitors, chip stands, etc. where food is offered) that will be participating in the event. **Note:** All food vendors from outside of the Eastern Ontario Health Unit geographic area will be required to submit a proof of inspection, such as a copy of their most recent inspection report.

Name of Business	Contact Person	Business Address	Telephone #(s)	Email

If you require this information in an alternate format, please call 1 800 267-7120 and press 0.