

# SPECIAL EVENTS FOOD VENDOR FORM

**MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 14 DAYS BEFORE THE EVENT**

**Event Information** If attending multiple events with the same set up, attach a list with all starred (\*) information (otherwise fill out a separate form)

\*Name of Event: \_\_\_\_\_

\*Event Dates: \_\_\_\_\_ \*Set Up Date & Time: \_\_\_\_\_

\*Event Location: \_\_\_\_\_

\*Special Event Organizer: \_\_\_\_\_  
(e.g. person @ City of London) Name Phone Number E-mail

**Vendor Information** Name of Booth: \_\_\_\_\_

Attended a Special Event in Middlesex-London before? Yes  No  Certified Food Handler: Yes  No

Contact Person: \_\_\_\_\_  
Name Phone Number E-mail

Contact Address: \_\_\_\_\_  
Unit # Street City/Province Postal Code

**Food Information** Menu Items: \_\_\_\_\_

Food Suppliers: \_\_\_\_\_

Food Preparation Location: On-site  Restaurant / Inspected Facility  Address: \_\_\_\_\_

Method of Transporting Food: Coolers with Ice  Insulated Container  Refrigerated Unit  Other: \_\_\_\_\_

**Booth Site Information** Tent  Truck  Trailer  Plate #: \_\_\_\_\_ Other: \_\_\_\_\_

Water Source: \_\_\_\_\_ Hot Water: Yes  No  Cold Water: Yes  No

Handwashing: Coffee Urn  Camp Jug  Container with Spigot  Portable Hand Sink  On Truck/Trailer

Dishwashing: On-site: Sinks/Compartments: 2  3  Off-site location: \_\_\_\_\_

Cold Holding: Yes  No  Method: \_\_\_\_\_

Hot Holding: Yes  No  Method: \_\_\_\_\_

Waste Water Disposal Site: On-site  Off-site  Garbage Disposal: On-site  Off-site

Grease Disposal: On-site  Off-site  N/A

**Submitting Vendor's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments:

**Reminder, please make sure you have reviewed the Special Events Information Package and have the following items:**

Pump Liquid Soap & Paper Towels  Probe Thermometer  Approved Sanitizer (e.g. bleach/quat)   
Food Handler Certificate  Storage Thermometers  Sanitizer Test Strips / Reagent

PLEASE NOTE THE FOLLOWING

- Section 16(2) of Ontario Health Protection and Promotion Act, R.S.O. 1990, c. H.7 requires that every person who intends to commence to operate a food premise shall give notice of his/her intention to the Medical Officer of Health of the health unit in which the food premise will be located.
- The personal information on this form is collected under the authority of The Health Protection and Promotion Act, R.S.O. 1990, c. H.7. It will be used for ownership identification and enforcement of the Act and the applicable Regulations under the Act. Contact David Pavletic, Food Safety & Healthy Environments Manager at 519-663-5317 ext. 2303 if you have further questions. Copies of the Act and the Regulations are also available at www.ontario.ca/laws.