



HALIBURTON, KAWARTHA,  
PINE RIDGE DISTRICT  
HEALTH UNIT

**APPLICATION FOR SPECIAL EVENT PERMIT**

*For Office Use Only*

This application can be submitted to the appropriate office of HKPR.  
**Note: Completed applications must be submitted 10 days prior to event and an approval from the Health Unit must be obtained prior to the event.**

Unique Identifier Number:	
Office: Port Hope <input type="checkbox"/> Lindsay <input type="checkbox"/> Brighton <input type="checkbox"/> Haliburton <input type="checkbox"/>	PHI Inspector: _____ Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Date:	Risk Assessment High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>

**ANSWER ALL QUESTIONS ON THIS APPLICATION.**

Event Coordinator  (Fill out sections A-E) and/or Food Booth Operator  (Fill out sections A, F and G)

**\*\*Please note: 1) The event coordinator needs to provide us with a floor plan of the event set-up.  
2) The food booth operator needs to submit a floor plan of the food booth set up.**

Section A Applicant Information			
Name of Event:			
Name of Applicant: (individual or organization):			
Home Phone:		Business Phone:	
Applicant mailing Address: (number, street, town, municipality, PO box, postal code)			
Name of person responsible for <b>food Safety</b> :		Home Phone:	Business Phone:
<b>Food Safety</b> Coordinators mailing address: (number, street, town, municipality, PO box, postal code)			
Date of Event: _____ Time of Event _____ Duration of Event _____			
Type of Event: Community Festival (e.g. fair) <input type="checkbox"/> Private function <input type="checkbox"/> Tournament/Sports <input type="checkbox"/> Fundraising <input type="checkbox"/> Consumer Trade Show <input type="checkbox"/> Diplomatic/Significant <input type="checkbox"/> other <input type="checkbox"/> _____		Number of visitors anticipated _____ Number and location of Hand Wash basins located in the event enclosure _____	
Section B Garbage Disposal			
Contractor:		Contact telephone:	
Type of Containers:		Removal frequency:	
Section C Sewage Disposal			
Sewage Disposal: Private _____ Municipal _____ Other <input type="checkbox"/> _____			
Section D Animal Exhibit			
Will there be an animal exhibit at this event? (e.g. petting zoo, pony rides, poultry) If yes, please give a brief description: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Section E Public Washroom Facilities			
Type and number: <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Portable _____		Number of: Women's _____ Men's _____	
If Portable, identify onsite maintenance person/company:			
Hand washing equipment/supplies: number of hand wash basins _____ liquid soap <input type="checkbox"/>			
Hand drying: paper <input type="checkbox"/> continuous cloth <input type="checkbox"/> air dryer <input type="checkbox"/>			
List of Food Vendors: (to be filled out by event coordinator)			
Trade Name	Contact Name	Contact telephone/cell	Type of foods to be prepared/sold

**(For additional information and/or Food vendors, attach a separate list to the application)**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> <b>Port Hope</b><br>200 Rose Glen Road<br>Port Hope ON L1A 3V6<br>Phone: (905) 885-9100<br>Fax: (905) 885-9551 | <input type="checkbox"/> <b>Brighton</b><br>Box 127, 35 Alice Street<br>Brighton ON K0K 1H0<br>Phone: (613) 475-0933<br>Fax: (613) 475-1455 | <input type="checkbox"/> <b>Haliburton</b><br>191 Highland Street, Unit 301<br>Haliburton ON K0M 1S0<br>(705) 457-1391<br>Fax (705) 457-1336 | <input type="checkbox"/> <b>Lindsay</b><br>108 Angeline Street S<br>Lindsay ON K9V 3L5<br>(705) 324-3569<br>Fax: (705) 324-0455 |
|---|---|--|---|

**Section F Event Information TO BE FILLED OUT BY FOOD BOOTH OPERATOR/VENDORS**

Name of premise/property where event is to be held: \_\_\_\_\_

Address of event location: (Township, lot, concession): \_\_\_\_\_

Will alcohol be served or consumed? Yes  No

Are Tickets to be sold to the public for event? Yes  No

Is the event for invited guests only? Yes  No

Is your organization a religious group, fraternal organization or a service club?  Yes  No

If yes please specify the name \_\_\_\_\_

**\*\*Events for private function for invited guests only do not require Health Unit approval. (e.g. weddings, funerals, etc)**

When will food booth be operating? Date \_\_\_\_\_ Times \_\_\_\_\_

Date \_\_\_\_\_ Times \_\_\_\_\_

Date \_\_\_\_\_ Times \_\_\_\_\_

**Food Booth Operator**

Permanent (On-site)  Mobile  Catering Truck

Where is Food Prepared \_\_\_\_\_ if offsite, method of transportation \_\_\_\_\_ Hot Dog Cart  Other \_\_\_\_\_

Note: Below, please record the foods, the source of food and the type of equipment to be used if a central kitchen facility is to be operated

Food and Equipment List	
Foods & Potable Water	(Approved) Sources Where food has been purchased

Note: Please check mark yes or no to each item provided and provide additional details under comments if necessary.

**Section G Temporary Food Premises Checklist**

Item List	Yes	No	Comments
Potable Water Supply			
Running hot & cold water			
Disposable gloves			
Handwashing facilities			
Sanitizer			
Probe thermometer			
Refrigerators			
Freezers			
Cooking equipment			
Hot holding equipment			
Utensil washing facilities			
Garbage disposal			
Single service dishes			
Aprons			
Booth floors			
Booth walls			
Booth ceiling			
Lighting			
Sanitizer test strip			

**Please Note: Upon approval the Special Occasion Permit will be issued to the food booth operator and shall be posted during the operation.**

I \_\_\_\_\_ certify and I accept responsibility for ensuring the above mentioned information is correct and will be adhered to.

Signature of Event Coordinator	Position held in Organization	Date
Signature of Food Booth Operator	Position held in Organization	Date

Personal information on this form is collected under the authority of the Health Protection and Promotion Act (HPPA) for the purpose of processing an application made under Section 22.1 of the HPPA.



## SPECIAL EVENTS GUIDELINES

### WHAT IS A SPECIAL EVENT PERMIT?

All person and/or organizations planning to sell or give food away to the public must submit an **Application for Special Event Permit** and site plan for the proposed activity to the Haliburton, Kawartha, Pine Ridge District Health Unit (HKPR), Environmental Health Department **at least 10 days** prior to the scheduled date of the activity.

All Special Events, such as, but not limited to, fairs, festivals, and charity barbecues must be pre-approved by the Health Unit. Failure to obtain such approval may result in the immediate closure of the event.

***Please ensure that the special occasions permit is posted on site during operation.***

Under the Health Protection and Promotion Act in the Province of Ontario, it is the duty of every Medical Officer of Health to inspect or cause the inspection of any food premises and any food and equipment thereon or therein.

Every person who operates a food premise shall maintain and operate the food premises in accordance with the Regulations.

#### Exemptions:

Food premises owned, operated or leased by religious organizations, service clubs, and/or fraternal organizations are exempt from Ontario Regulation 562 where they:

- 1) Prepare and serve meals for special events
- 2) Conduct bake sales

However, when these groups prepare and serve meals for a special event to which the general public is invited, and hazardous food that originates from an uninspected food premise is served it is required that:

- 1) A notice shall be posted in a conspicuous location at the entrance to the food

premise at which the special event meal is held advising public whether or not the food premise has been inspected and,

- 2) The operator must keep a list of all persons who donate hazardous food to the special event meal and must provide that list to a public health inspector upon request. The list must contain donor's name, address and telephone number in full.

A public health inspector under the Act may seize food when, in his or her opinion upon reasonable and probable grounds, that the condition of the food is a health hazard and he/she may destroy or dispose of the food or cause it to be destroyed or disposed of.

If the event is not exempt under the regulations, then a Special Event Permit is required.

As these events are usually staged outside, all of the amenities are not readily available. It is important that the intent of the Regulations be upheld to prevent participants from acquiring a food borne illness.

If you are planning to operate a fair, festival or other similar event lasting three days or less within the HKPR area the following guidelines must be followed.

The special event permit allows an inspector to review your menu items to ensure that:

- a) Someone with knowledge of safe food preparations is in charge and that,
- b) Food safety procedures are being practiced.

There are approximately 500,000 cases of food bore illness in Canada every year and the effects could result in lasting disabilities or even death and litigation.

### Your Responsibilities

Every person who intends to commence to operate a food premise shall give notice of the person's intention to the Medical Officer of Health or the Health Unit in which the food premise will be located.

It is the responsibility of the organization/associations to have in place a person with sufficient skills and training to oversee the food preparation for the event. This person will be known as the Food Safety Co-ordinator for the event.

The Event Organizing Committee shall assure all vendors obtain copy of this guideline and provide the **Special Event- Application Form** to each individual food vendor planning to participate in the event.

This person will ensure that safe food handling procedures are in place and the conditions of the permit are enforced.

The Food Safety Co-ordinator is to report any complaints of food borne illness to the Health Unit upon notification.

Permit applications should be submitted to the Health Unit for review 10 days prior to the event-taking place.

### **Premise Guidelines**

If indoors, you must ensure that the location where the event is to take place is in compliance with fire, police, municipal and Alcohol Gaming Commission of Ontario (AGCO) requirements. Obtain this information from the premise owner or manager along with confirmation that the proper authorities have inspected the building.

- The maximum capacity of the premises may be posted under AGCO or fire requirements and may not be exceeded during the event.

### **Personal Hygiene**

Those personnel involved in the preparation and serving of all food shall:

- a) Not use tobacco while so engaged;
- b) Wear headgear that confines the hair.
- c) Wear clean outer garments;
- d) Wash his or her hands before returning to work after each use of a sanitary facility or at any other time when possibly contaminating the hands, such as handling garbage, and especially after handling raw foods, and before serving cooked foods.

Separate facilities for hand washing consisting of the following equipment are to be set-up in a location

convenient for food handlers, near public washrooms and adjacent to animal exhibit(s): (e.g. petting zoos)

- a) Water in a jug, with a spout/spigot (min 5 gallons), set-up above a bucket
- b) Liquid soap in a pump dispenser & paper towels
- c) Instant hand sanitizer and/or moist hand towelettes

### **Cross Contamination**

- a) Avoid Cross-contamination between raw and cooked foods; keep utensils and equipment used for preparing raw food away from the handling and service area from cooked food. Wash hands after handling raw foods, before serving cooked foods.
- b) Keep all foods protected from contamination such as dust, dirt, flies, and insects, sneezing, coughing, and touching by customers. For example all cold hazardous foods shall be stored at 4°C (40°F) either under mechanical refrigeration or coolers with ice. *Food shall not be stored in open boxes at room temperature. Provide accurate indicating thermometers and keep records of temperatures.*
- c) Provide adequate garbage containers and washroom facilities at your function.
- d) Number of utensils on site (4 sets per day changed every 2 hours.)

## Food Safety Review

### Hazardous Food

Hazardous foods are the focus of a food safety program. These foods support the growth of disease causing organisms (Pathogens). Some of these foods are poultry, meat fish, gravy, rice, mixed salads, dairy products and cream-filled desserts.

### Critical Control Points

CCP (critical control points) are stages in food preparation where proper food handling can reduce or eliminate pathogens or other contaminants.

### Danger Zone

The danger zone is the temperature between 4°C (40 °F) and 60°C (140 °F). Keep hot foods hot and cold foods cold.

#### *Below are import Critical Control Points (CCP's) to monitor with Hazardous Food*

<i>Product Flow Source</i>	Use Pasteurized dairy products Buy meat and poultry federally and provincially inspected establishments Do not use cracked eggs Do not use spoiled food
<i>Storage</i>	Keep food at 4 °C (40 °F) or colder (keep all foods wrapped in storage) Freeze foods to -18 °C (0 °F) or colder Separate raw and cooked food Store cooked food above raw food Date and label stored food
<i>Thawing</i>	In a refrigerator unit at 4 °C (40 °F) or colder (store all foods min 6"-15 cm above floor) Under cold running potable water, or In a microwave oven, only when the food will be cooked immediately
<i>Food Preparation</i>	Do not allow food to remain in the danger zone for more than a total of 2 hours Wash hands frequently, especially after using the washroom, after handling raw food and before handling ready-to-eat food. Wash and sanitize all surfaces, which food has touched, between each use
<i>Minimum Internal Food Cooking Temperature</i>	Cook whole poultry and poultry stuffing at 82 °C (180 °F) Cook poultry products, ground poultry to 74 °C (165 °F) Cook pork to 71 °C (160 °F) Cook ground meats, other than ground poultry to 71 °C (160 °F) or hotter until grey or brown throughout or unit meat juices run clear Cook fish to 70 °C (158 °F) Cook all other hazardous foods to 74 °C (165 °F)
<i>Hold For Service</i>	Hold hot foods at 60 °C (140 °F) or hotter Hold cold food at 4 °C (40 °F) or colder Reheat cooked food quickly to 74°C(165 °F) or hotter before serving (cook only what is required and avoid leftovers).

### Important notes

1. Probe thermometers must be provided and are to be used to check internal food temperatures.
2. Refrigerators and other cold storage compartments (i.e. coolers) must be equipped with thermometers.
3. Microwaves are only to be used to re-heat individual food portions that will be served immediately after reheating.
4. Milk shall be offered for sale in or served from the original container.
5. Containers of durable leak proof and non-absorbent material sufficient for storing all garbage and waster in a sanitary manner are required.
6. The temporary Food Premises permit must be posted during the event.
7. The food co-ordinator must report any complaints of food born illness to the HKPR District Health Unit.

## Special Events Check List For Food Vendor

- ❑ Food probe thermometer(s) available to check the internal temperature of hot and cold hazardous foods
- ❑ Cold hazardous foods must be transported, stored and displayed at a temperature of 4 degrees Celsius or less
- ❑ Thermometers for each cooler/refrigerator
- ❑ Hot hazardous foods must be transported, stored and displayed at a temperature of 60 degrees Celsius or greater
- ❑ Platforms for elevating food and paper goods 15cm off the ground
- ❑ Clean container(s) for food storage
- ❑ Roll of plastic wrap or aluminum foil for protecting food
- ❑ Serving spoons, spatulas, tongs, etc. – wrapped backup supply of utensils (4 sets)
- ❑ Adequate number of tables with washable surfaces
- ❑ Wiping cloths/sponges for cleaning and sanitizing preparation and service areas
- ❑ Adequate supply of potable water in a clean water container(s) with a spigot for hand washing, food preparation and equipment cleaning (5 gallon pail)
- ❑ Leak-proof containers/tanks for the storage of wastewater
- ❑ Ice containers and ice scoop
- ❑ Detergent, bleach and bucket
- ❑ Liquid soap in a dispenser and paper towels for hand washing
- ❑ Clean clothes and aprons must be worn at all times in the preparation area
- ❑ Hairnets, caps, or other hair restraints must be worn at all times while handling food
- ❑ No eating, drinking/smoking allowed in any food preparation area
- ❑ Adequate supply of large plastic garbage bags
- ❑ Power source/backup supply e.g. generator, propane burner, etc.

