



Organizer Application Form for Special Events

Complete and return to Algoma Public Health
at least **14 days** before the start date of this event.

If you need help completing this form, call Algoma Public Health *Environmental Health* at **705-759-5286**.
Office fax number 705-541-7346.

Event Information

Event Name:

Event Date(s):

Expected Number of Attendees:

Organizer Information

Organizer's Name:

Corporation/Numbered Company:

Address:

Business Phone:

City/Town:

Postal Code:

Cell Phone:

Email Address:

Fax:

Event Description

Event Location/Address:

Venue Type: ☐ Public Park ☐ Street Festival ☐ Mall Property ☐ Other (specify)

Hours of Operation:

Diagram of Event Layout Provided: ☐ Yes ☐ No

Responsibilities of Organizer

Sanitary Facilities (if yes, specify number)

Portable Toilets ☐ Yes ☐ No

Portable Handwash Basins ☐ Yes ☐ No

Permanent Toilets ☐ Yes ☐ No

Permanent Handwash Basins ☐ Yes ☐ No

Water Supply

Potable water supplied to vendors: ☐ Yes (if yes, complete next question on the source of the water) ☐ No

Water Source: ☐ Water Truck – company name:

☐ Bottled Water ☐ Municipal ☐ Well

☐ Other (specify)

Water lines: Food-grade material ☐ Yes ☐ No Backflow devices provided: ☐ Yes ☐ No

Ice supplied to vendors: ☐ Yes (if yes, source of water used to make ice) ☐ No

Hydro

Electricity available: ☐ Yes ☐ No Back-up power available ☐ Yes ☐ No

Refrigerated truck available: ☐ Yes ☐ No

Garbage

Garbage cans/bins available: ☐ Yes (specify number) ☐ No

Garbage will be disposed of daily: ☐ Yes ☐ No

Vendors

Total number of Food Vendors participating in the event:

Will there be any vendors that perform personal services such as tattooing, body piercing, hair cutting? ☐ Yes ☐ No

Proposed types of foods that will be served (e.g. hamburgers, chicken skewers, roast beef, etc.):



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Vendor Registration List (if additional space is required, attach a separate page)

Vendor Information (provide vendor name and food booth name)	Vendor Mailing Address	Vendor's Phone Number(s) (business and/or cell)

Please take the following into consideration:

- Make sure vendors receive a copy of the special event package.
- At a minimum, temporary handwashing stations must consist of an insulated container with a spigot that provides a continuous flow of running water, liquid soap, paper towels and a bucket to collect waste water. The temporary handwashing station must be set up on an elevated surface (i.e. table).
- Hand sanitizers do not replace the requirement for handwashing stations.
- All food served or sold at the special event must be prepared at an approved source.

For Office Use Only

Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> Public Health Inspectors Signature	<hr/> Organizer's Signature
Date:		Date:

NOTICE OF COLLECTION

Personal information requested by staff is collected under the authority of the *Health Protection and Promotion Act* and will be used to provide statistical data to the Ministry of Health and Long Term Care.