

EVENT VENDOR PERMIT APPLICATION

Each food vendor **MUST** submit a completed application to Algoma Public Health at **least 14 days** prior to the event. See Event Guidelines for further details.

Event Information			
Name of Event:			
Event Address:			
Start Date:	End Date:	Time(s) of Operation:	
Vendor Information			
Name of Booth:			
Operator Name(s):			
Mailing Address:			
Phone #:	Fax #:		
Email:			
Booth Information			
What food will be served?(check all that apply):			
Pre-packaged (no handling required). Purchased from/prepared at: _____			
Catered to the event. Catering food premises name: _____			
Purchased pre-cooked, and reheated on site. Product purchased from: _____			
Prepared and cooked in an inspected facility, then reheated and assembled on site. Food preparation location name: _____ Address: _____			
How will food be transported to the venue?			
Refrigerated truck	Cooler or insulated bag with ice	Other, specify: _____	
Are you providing food samples? Yes No			
Are you cold holding: Yes No Method: _____			
Are you hot holding: Yes No Method: _____			
What type of handwash station will you have at your booth?			
Container with Spigot	Portable Hand Sink	Affixed Hand Wash Station	
How will you wash and sanitize utensils?			
Single-use Utensils	On-site Dishwashing	Off-site, location: _____	
What method will be used to protect food from contamination during display?			
Food grade wrap/packaging	Sneeze guard	Other, Specify: _____	
Required Items for Food Vendor Booths			
Hand Wash Station Supplies:	Pump Soap	Paper Towel	Grey Water Catch Basin
Temperature Checks:	Probe Thermometer	Storage Thermometer	
Approved Sanitizer:	Test Strips	Bleach/ Chlorine or QUATS	
Extras:	Extra Utensils	Hair Covering	Designated Money Handler

Food Menu

List all types of foods that will be offered for sale and how/where they will be prepared.

Note: *Please attach a separate sheet of paper if more space is required.*

Menu Item	Address of Food Preparation

Certified Food Handler(s)

NOTE: At least ONE certified food handler is required on-site at the time of the event. Proof of certification for food handler on site must be attached.

Multiple Events

If you are attending more than one event in the Algoma region, input the name, date, and location of the upcoming events below. Application forms are not required for these additional events.

Additional Event Names	Date	Location

I understand the requirements for food vendors at the event I am planning to participate in and understand a Public Health Inspector will be in contact with me to discuss this application before it is approved.

Print Name

Signature

Date

Office Use Only

Approved	Yes	No			
Comments:					
Date:	PHI Signature:				