

Special Event Organizer Application Form

Complete and return to Algoma Public Health
at least **4 weeks** before the start date of the event.

If you need help completing this form, call Algoma Public Health *Environmental Health* at **1-866-892-0172**.

Event Information			
Event Name:			
Event Address:			
Start Date:		End Date:	
Time(s) of Operation:		Expected Number of Attendees:	
Diagram of Event Layout Provided: Yes No			
Organizer Information			
Organizer's Name:			
Address:		Business Phone:	
City/Town:	Postal Code:	Cell Phone:	
Email Address:		Fax:	
Responsibilities of Organizer			
Sanitary Facilities			
Portable Toilets	Yes # _____	No	
Portable Hand washing Sinks	Yes # _____	No	
Permanent Toilets	Yes # _____	No	
Permanent Hand washing Sinks	Yes # _____	No	
Water			
Water Source:	Bottled Water	Municipal	Well Other _____
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) Source: _____		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	
Animal Exhibit			
Will there be an animal exhibit of any type at this event (petting zoo, pony rides, etc.) Yes No			
If yes, please provide a brief description and contact information: _____			

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	
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)
ATTACH a complete vendor list if additional space is needed.		
<p>Please take the following into consideration:</p> <ul style="list-style-type: none"> • All food vendors must have at least one certified food handler during hours of operation. • At a minimum, temporary hand washing stations must consist of a container with a spigot that provides a continuous flow of running water, liquid soap, paper towels and waste water collection. Hand sanitizers do not replace hand washing stations. • All food served or sold at the special event must be prepared from an approved source. 		
Approved: Yes No	_____	_____
Date:	Public Health Inspectors Signature	Organizer's Signature
		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.