



Special Events

Food Vendor Package

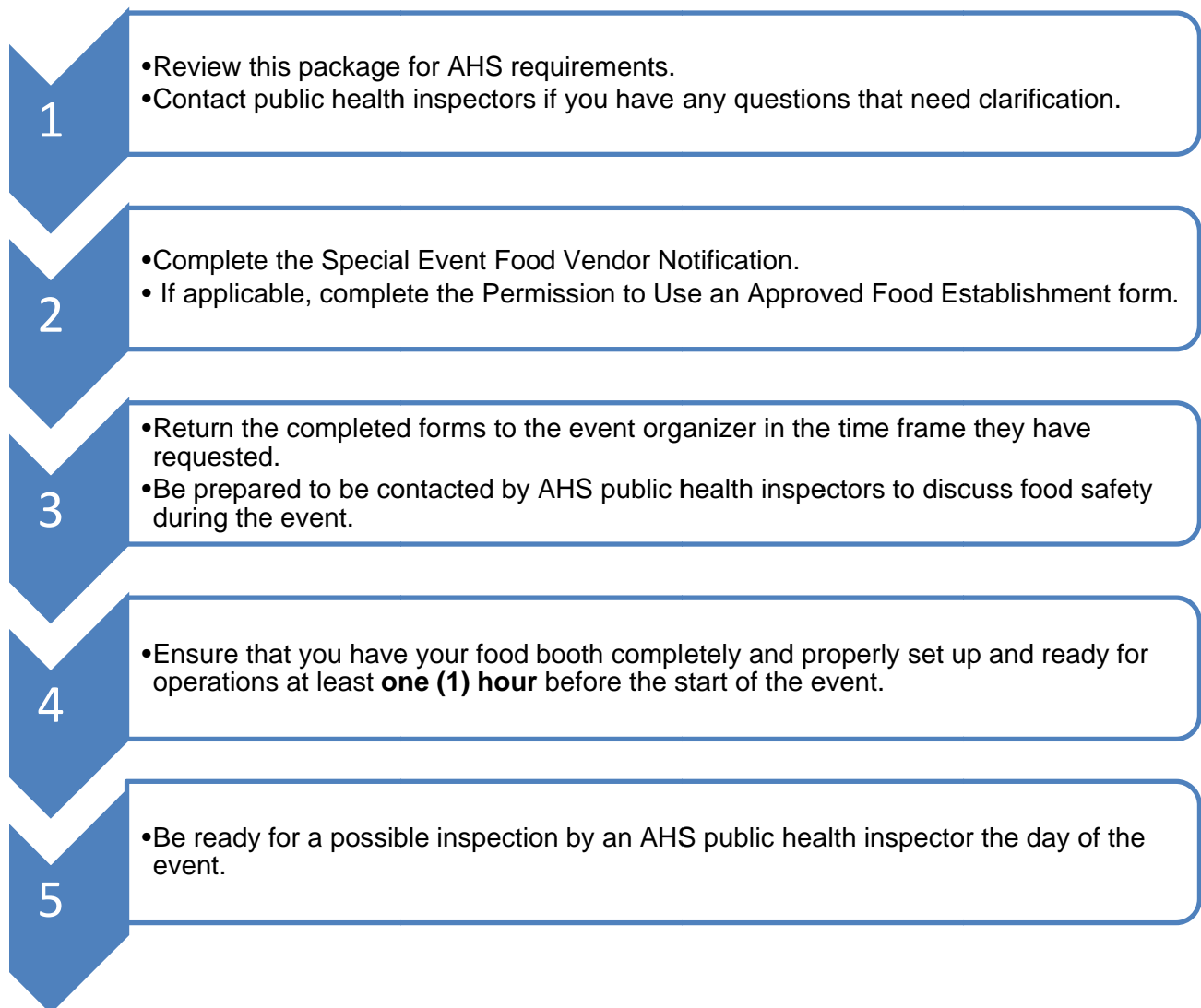
Getting Started

The goal of this package is to assist food vendors to properly complete the Alberta Health Services' (AHS) approval process necessary to handle, prepare or serve food/beverages at a special event. The information in this package outlines the minimum requirements required to reduce the possibility of foodborne illness.

Please read through this package first as it will guide you through the approval process. Failure to do the process properly causes delays and could impact your approval for preparing food at a special event.

If you have any questions, please feel free to contact your local public health inspector for assistance: <http://www.albertahealthservices.ca/services.asp?pid=service&rid=1052203>

This schematic outlines the basic process a food vendor at a special event would follow to comply with the AHS requirements for special events. The remainder of the package will provide greater details for each process and help you complete the necessary forms.



Special Event Food Vendor Notification

Complete the [Special Event Food Vendor Notification](#), which can be obtained from the public health inspector or at the end of this package. A fillable PDF version of this form is also available on the AHS Environmental Public Health website under the Special Event drop down menu: <http://www.albertahealthservices.ca/8302.asp>

If you would like to see an example of a completed form, please refer to the end of this package.

IMPORTANT TO NOTE:

Permission to Use an Approved Food Establishment

- Advance food preparation prior to the event or any food handling occurring anywhere other than in their special event booth, must be done in an approved food establishment.
 - This means a facility with a current and valid Food Handling Permit.
 - It DOES NOT include a private or home kitchen.
- If a food vendor is in care and control of an approved food establishment, the vendor can do advance food preparation in their approved food establishment.
 - In this case, there is no need to complete the Permission to Use an Approved Food Establishment Form.
- If a food vendor is not in care and control of an approved food establishment, they will need to get approval and access from an approved food establishment.
 - In this case, a [Permission to Use an Approved Food Establishment Form](#) must be completed. The form is available at the end of this package or online at www.albertahealthservices.ca/8302.asp under Special Events tab.
 - Submit this form along with your **Special Event Food Vendor Notification** to AHS.
- A copy of these forms is available from the public health inspector or from the AHS Environmental Public Health website under the Special Event drop down menu: <http://www.albertahealthservices.ca/8302.asp>

Vendor Education

- At least one food handler, who is in charge, should have successfully completed a safe food handling course provided by or to the satisfaction of AHS. It is recommended that all food handlers take the basic food handler course.
- Some event organizers may require proof of food handling training as a condition for food vendors to participate in their event.
- Information on food safety training and education opportunities, including home study options, can be found on the AHS Environmental Public Health website: <http://www.albertahealthservices.ca/3151.asp>

Booth Layout

- Provide a site map of your food booth as part of the **Special Event Food Vendor Notification**, depicting the location of:
 - All equipment, tables, food storage areas, cooking equipment locations, garbage receptacles, handwashing sinks and dishwashing/food preparation sinks.A booth layout sheet to available at the end of this package, if needed.

Submission of Forms

- Submit a completed **Special Event Food Vendor Notification**, and if applicable, **Permission to Use an Approved Food Establishment Form** to the event organizer or AHS at least fourteen (14) days prior to the proposed special event or trade show.
- A public health inspector may contact you to discuss food handling at the event.

The Special Event Organizer should collect the necessary forms from all food vendors and make one submission to AHS that includes all event activities, including food vendor information. This helps to ensure less confusion, miscommunication and delays for your special event.

Food Vendor Responsibilities

Food Source and Preparation

- Ensure that the food booth is set up and ready for inspection by a public health inspector no less than one (1) hour before the event is scheduled to start.
- Ensure that everything required to safely handle, prepare, assemble cook and serve food from your booth is on-site and readily available.
- All foods and ingredients must be obtained from an approved source.
 - This means foods must come from a facility that has a current Food Handling Permit from AHS, or is licensed from a government agency such as the Canadian Food Inspection Agency or Alberta Agriculture.
 - Proof of an approved source may be required by public health inspectors.
- All food and beverages must be handled, prepared, assembled, cooked or served either from your booth or from an approved food establishment.
 - Please **see Permission to Use an Approved Food Establishment** section located on page 3 of this package.
- The type of cooking, food processing, food preparation or handling of food that is permitted at the site of the event is determined in accordance to the **Sink Requirements for Special Events** located on page 11 of this package.

- If a vendor has been approved for pre-packaged food items only, the food product must remain in the sealed manufacturing package at all times.
 - Vendors must notify AHS if they intend on opening and portioning pre-packaged food and beverage products into single bite samples. Preparing food or beverage sample products must be done in an approved food establishment, or at the vendor's booth with the proper provisions for handwashing and food safety. Please consult with your Public Health Inspector.

Food Protection

- All foods must be protected from contamination (i.e. from public handling, coughing, sneezing, dust, etc.) during preparation, processing, storage and display.
- Cooking devices such as barbeques, grills and boiling pots must be physically separated from the public.
- All potentially hazardous foods such as seafood, meats and dairy products must be kept at temperatures below 4°C (40°F) or above 60°C (140°F).
- Open-flame chafing dishes are not recommended for use at outdoor events.
- Foods must be transported from food establishments in a manner that prevents contamination and under proper temperature control.
- A suitable thermometer such as a probe or infrared thermometer that is capable of measuring temperatures between 0°C and 100°C is required for high risk foods.
- Self-serve condiments must be individually pre-packaged or dispensed from a squeeze or pump container or a container with an attached lid.
- All foods and utensils must be stored in a sanitary manner at least 15 cm (6 inches) off the ground, protected from sources of contamination and separate from the general public, chemicals and staff personal items.
- All lights must be shatterproof or provided with protective covers.
- All foods must be handled in a safe manner to ensure it is safe to eat.
- Incompatible activities and potential sources of contamination should not be allowed in the immediate food handling areas.
 - Animals, young children and other sources of contamination may not be suitable in the food vendor's booth.

Food Handler Hygiene

- All food handlers must wash their hands as often as is necessary to prevent contamination of food and food areas.
 - Food vendors who handle money must ensure they properly wash their hands before handling any food product.

- Food handlers can wear non-latex plastic gloves for food handling, but it is not a substitution to proper handwashing. Food handlers must properly wash their hands prior to putting on the gloves.
 - Food handlers must change their gloves as often as needed once they become contaminated.
 - Gloves are not to be reused. Once they are removed, they must be discarded and a new pair of gloves put on before resuming food handling activities.
 - Food handlers will need to wear gloves or other protective measures if they have cuts or wounds on their hands.
- Hair must be controlled and secured away from the face by wearing baseball caps, hair nets, elastics or similar items.
- Food handlers must not work when ill.
- Smoking must not occur in food areas.
- Staff must wear clean clothing when working.
- Food handler must refrain from incompatible activities while engaging in food handling.

Water Supply

- Only use water that is safe for human consumption (potable).
- Ensure all containers used to store potable water are clean and sanitary before being used. All potable water lines must be flushed with potable water before any food handling takes place.
- All potable water holding tanks need to be filled from an approved location and method (ie. not the public washroom sink).
- Food preparation vehicles or carts with a potable water holding tank must have a satisfactory bacteriological water test result from the Provincial Laboratory of Public Health submitted within the last year.
- The water supply must either be connected to an approved potable water system or from a totally enclosed potable water holding tank with applicable volumes according to **Sink Requirements for Special Events** located on page 11 of this package.

Liquid and Solid Waste Management

- Liquid waste must either be discharged directly to an approved sanitary sewer or stored in a totally enclosed wastewater holding tank until such time that it can be properly disposed of at an approved location.
 - Wastewater may not be disposed of into a storm sewer. It can be disposed of in a sanitary sewer drain, such as a mop sink, or at an RV sanitary dump station.
- Wastewater holding tanks must be sized to accommodate equal or greater volumes than the potable water holding tanks.

- An adequate number of garbage containers with plastic liners (garbage bags) must be provided for operators and customers and emptied regularly. Final garbage disposal must be in an approved location.

Ventilation

- Adequate ventilation for indoor events must be provided to prevent any accumulation of smoke, grease, and/or excessive food odour in the food preparation or cooking areas.

Cleanliness and Maintenance

- The walls, floors, ceilings and equipment in every food booth must be kept clean, free from debris, and in good condition at all times.
- All food contact surfaces and equipment must be **cleaned and sanitized** not only before the start of any food handling, but as necessary throughout the event.

Sink Requirements

- Different sink requirements may be required for a food booth at a special event, depending on the level of food handling. This may include provisions for handwashing stations and dishwashing/food preparation sinks.
- Please refer to the **Sink Requirements for Special Events** located on page 11 of this package to determine the sink requirements for your operation.
- Food booth vendors must ensure that they have an adequate supply of potable water to meet the needs of their booth. This includes having potable water available for handwashing stations, dipper wells (if applicable) and dishwashing/food preparation sinks. The following bullet points: Handwashing Stations and Dishwashing/Food Preparation Sinks, provides the minimum volume requirements for potable water. However, it is still the responsibility of the vendor to ensure an adequate supply of potable water is provided for their operation.
- Handwashing Stations
 - All food vendors handling unwrapped food require a suitable handwashing station.
 - Washroom sinks cannot be used for this purpose.
 - Handwashing stations must be supplied with liquid soap and single-use towels in suitable dispensers and readily accessible to all food handlers.
 - At the discretion of the public health inspector, the use of a temporary handwashing station or alternative handwashing measures may be permitted in certain circumstances.
 - Please refer to the **Temporary Handwash Stations** located on page 13 of this package.
 - Hand sanitizers are permitted for temporary food establishments serving pre-packaged foods, or pre-portioned non-perishable foods.

- Dishwashing and Food Preparation Sinks
 - If dishwashing sinks are required for your operation, the food vendor is required to have access to either a 2-compartment sink setup or a 3-compartment sink setup.
 - Please refer to the **Sink Requirements for Special Events** located on page 11 of this package to determine the sink requirements for your operation.
 - Vendor must be able to demonstrate one of the following options:
 - Suitable dishwashing setup is available in the vendor's booth;
 - If sinks are not available in the booth, the vendor must have access and permission to use other sinks located at the special event (as approved by AHS); or
 - Sink(s) are available at an approved off-site facility. Vendors must demonstrate that they are able to transport utensils and equipment to the facility. Prior approval from AHS **must** be obtained.
- Minimum Requirements for a Portable 2-Compartment Sink:
 - Connect to an approved potable water system or to a clean **75L** holding tank.
 - Connect to an approved sewer line or to a **75L** wastewater tank.
 - Provide running water that reaches at least **45°C**.
 - Each compartment must be large enough to accommodate the largest piece of equipment
 - 2-compartment sink method:
 1. First Sink - use detergent and warm water to clean.
 2. Rinse off all detergent under running water into the first sink.
 3. Second Sink - sanitize with an approved sanitizer as listed on page 9 of this package.
 4. Totally immerse utensils in a sanitizer for a minimum of two (2) minutes.
 5. Items must be air dried.
- Minimum Requirements for a Portable 3-Compartment Sink:
 - Connect to an approved potable water system or to a clean **130L** holding tank.
 - Connect to an approved sewer line or to a **130L** wastewater tank.
 - Provide running water that reaches at least **45°C**.
 - Each compartment must be large enough to accommodate the largest piece of equipment.

- 3-compartment sink method:
 1. First Sink - use detergent and warm water to clean.
 2. Second Sink - rinse off all detergent under running water into the second sink.
 3. Third Sink- sanitize with an approved sanitizer as listed on page 9 of this package.
 4. Totally immerse utensils in a sanitizer for a minimum of two (2) minutes.
 5. Items must be air dried.

- Special Events Lasting Three (3) Days or Less
 - Temporary/portable sinks and holding tanks may be accepted at the discretion of the local public health inspector.

 - Provide warm running water.

 - Holding tanks can be used, but must have a minimum volume of:
 - 20 litres for a handwashing basin.
 - 75 litres for a two-compartment sink.
 - 130 litres for a three-compartment sink.

- Special Events Lasting Four (4) or More Days
 - Plumbed in water and sinks large enough to wash, rinse and sanitize the largest piece of equipment, and suitable to accommodate the volume and complexity of food handling at the booth are required.

 - Hot and cold running water is provided.

Approved Sanitizers

- Please refer to **How to Mix an Approved Sanitizing Solution** located on page 14 of this package.

- An approved sanitizer must be on-site for sanitizing utensils and surfaces.

- Test strips to test sanitizer concentration must also be available on-site.
 - Test strips can be obtained from local janitorial chemical supply companies. If you have difficulties finding test strips, please contact your local public health inspector.

- Approved sanitizers are:
 - 100 ppm chlorine solution (1/2 teaspoon household bleach per litre water).
 - 200 ppm - 400 ppm quaternary ammonium solution.
 - 12.5 ppm - 25 ppm iodine solution.

- All utensils and equipment that cannot be immersed in water shall be:
 1. Cleaned with a detergent solution.
 2. Rinsed with clean water.
 3. Wiped with a cloth that has been immersed in an approved sanitizing solution (a sanitizing solution in a spray bottle and a clean, sanitized cloth may be used to replace this step).

Dipper Wells

- If hard ice cream is scooped, one of the following scoop storage methods can be used:
 - A continuous flow dipper well, or
 - Individual ice cream scoops for each flavour stored inside each individual ice cream container in the freezer.

Structural Finishes

- All counters, tables and other food handling surfaces must be smooth and washable. Linens or table covers must be clean.

All floor surfaces must be durable, smooth, easily cleanable, made of waterproof material and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of AHS.

For more information, please contact your nearest Environmental Public Health office.

*Edmonton Main Office
Calgary Main Office
Lethbridge Main Office*

*780-735-1800
403-943-2295
403-388-6689*

*Grande Prairie Main Office
Red Deer Main Office
www.albertahealthservices.ca/eph.asp*

*780-513-7517
403-356-6366*

*F-15-002
Created: Feb/12
Revised: Jun/15*

Sink Requirements for Special Events

The highest level of food handling activity in the temporary food establishment will be used to determine sink requirements. Please note these are minimum requirements, and further conditions may be applied by the local Public Health Inspector/Environmental Health Officer.

Food Handling Activity	Examples	Requirement
Serving pre-packaged food only.	candy, chips, bottled drinks	No requirement.
Dispensing non-perishable drinks from original sealed containers. Serving only pre-portioned non-perishable dry foods. Portioning non-perishable dry foods into single use cups without touching food products.	wine, beer, coffee, tea donuts, cookies samples of pretzels, nuts	Hand sanitizer and access to handwashing sink.
Portioning and serving non-perishable foods only. Serving pre-portioned perishable foods only. No raw meat. Simple preparation of non-perishable foods.	cutting and serving baked goods, portioning salsa cheese cubes, perishable dip, cut fruit, dispensing dairy drinks grinding/brewing coffee, mixing drinks, popcorn, cotton candy	Handwashing sink in each booth. Spare utensils available.
Heating, portioning and serving of perishable foods. No raw meat. Final cooking of raw meat at events lasting one day or less.	hot dogs, pizza, pre-cooked meat or rice dishes or samosas, scooping ice cream pre-assembled kabobs, burgers, seafood	Handwashing sink in each booth and access to a two-compartment sink. Spare utensils available.
Processing foods on-site. Cooking and handling raw meat at events lasting longer than one day.	mixing, assembly, cutting, rolling and similar activities of meat, vegetable, perishable drinks burgers, kabobs, chicken, seafood	Two-compartment sink in each booth. A three-compartment sink may be required at the discretion of AHS for food handling at large scale events.

Access to a two-compartment sink requires one of the following three options:

- An acceptable two-compartment sink is available in the vendor's booth.
- An acceptable two-compartment sink is available at the special event that the vendor has permission to use. The sink location must be approved by AHS.
- An acceptable two-compartment sink is available at an approved off-site facility. Vendors must demonstrate that they are able to transport utensils and equipment to the facility. **Prior approval from AHS must be obtained.**

Special Events lasting three (3) days or less:

- Temporary/portable sinks and holding tanks may be accepted at the discretion of the local Public Health Inspector/Environmental Health Officer.
- Provide warm running water.
- Holding tanks can be used, but must have a minimum volume of:
 - 20 litres for a handwashing basin
 - 75 litres for a two-compartment sink
 - 130 litres for a three-compartment sink

Special Events lasting more than three days:

- Hot and cold running water is provided.
- Dish sinks are large enough to wash the largest piece of equipment.

Minimum requirements for portable two-compartment sink:

1. Connect to an approved potable water or to a clean **75L** holding tank.
2. Connect to an approved sewer line or to a **75L** wastewater tank.
3. Provide running water that reaches at least **45°C**.
4. Each compartment must be large enough to accommodate the largest piece of equipment.

Minimum requirements for portable three-compartment sink:

1. Connect to an approved potable water or to a clean **130L** holding tank.
2. Connect to an approved potable water sewer line or to a **130L** wastewater tank.
3. Provide running water that reaches at least **45°C**.
4. Each compartment must be large enough to accommodate the largest piece of equipment.

Wastewater collected in holding tanks must be disposed of in an approved sanitary sewer.

For more information, please contact your nearest Environmental Public Health office.

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403-356-6366

2EPHF-12-010
Created: Feb/12

Temporary Handwashing Stations

Alberta Health Services requires on-site handwashing facilities at special event and trade show food booths. **A temporary handwashing station may be permitted in some circumstances.**

Here is a description of the temporary handwashing station required for each participant, to be set-up in the booth if handling unwrapped foods:

1. Potable water in a container with a minimum capacity of five (5) gallons or twenty (20) litres is required. The water should be warm, between 30°C - 45°C. The acceptable method for washing hands is in the stream of running water for approximately 20 seconds and not in water that is resting in the catch basin.

An example would be a 5 gallon (20L) camping jug or coffee urn with a **tap or spigot** that allows a hands-free flow of water and filled with water that is maintained at proper temperature.

2. A collection system to catch the wastewater from handwashing. The waste collection system must be equal or greater in capacity than the potable water container.
3. Single-use towels and liquid soap in suitable dispensers.



Handwashing stations must be operational before handling unwrapped food.

Water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer. Do not dump wastewater into the storm sewer.

For more information, please contact your nearest Environmental Public Health office.

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2EPHF-12-011
Revised: Feb/12

How to Mix an Approved Sanitizing Solution

Sanitizing reduces the number of microorganisms on surfaces to levels considered safe. Chemicals can sanitize dishes and other food contact surfaces such as cutting boards, knives, cooking utensils, and counter tops.

Things you need to mix a chlorine sanitizer solution using bleach:

1. Ordinary household bleach. Do **NOT** use bleach with fibre guard or fresh scent.
2. Teaspoon or tablespoon
3. Spray bottle or bucket labelled **Sanitizer**

Mix according to directions provided below. If you do not use household bleach, commercial chlorine solutions, quaternary ammonia solutions or iodine solutions may be used at solution strength listed below. Always follow the manufacturer's instructions.

Sanitizer	How to Mix	Solution Strength
Chlorine Solution using household bleach	<ul style="list-style-type: none"> • Mix ½ to one teaspoon (2 to 5 mL) bleach into 1 litre water • Mix one to two tablespoons (½ - 1 ounce) bleach into 1 gallon water 	100—200 ppm (200 ppm may be used for sanitizing surfaces in-place)
Commercial Chlorine Solution	Follow manufacturer's instructions	
Quaternary Ammonia Solution (QUATS)	Follow manufacturer's instructions	200 ppm
Iodine Solution	Follow manufacturer's instructions	Between 12.5ppm - 25 ppm

Tips to Remember:

- **Do not mix bleach with soap.**
- Use test strips to check the strength of the sanitizing solution.
- Replace sanitizing solution when solution strength is less than the required strength. Solution strength will weaken over time.

For more information, please contact your nearest Environmental Public Health office.

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2EPHF-14-004
Revised: Apr/14

Forward completed notifications to your Special Event Organizer. Further information available on Page 4. Be sure to include a diagram of your booth layout.

Event Information

 Name of special event Host It & They Will Come

 Address of event Big Top Convention Centre, 123 Fake Street NW, Hereville, Alberta

 Event organizer name Guy Good-Looking Phone number 780-111-2222 ext 33

 Organizer's email goodlooking@email.ca

 Date(s) booth will operate July 10-12, 2015

 Time booth opens 4:00 AM PM

 Time booth closes 11:30 AM PM

Applicant Information

 Name of booth or company Kingmen Community Beer Gardens

 Name of booth manager / vendor Barry Jetson

 Mailing address Box 1234

 City Someplacenic

 Province Alberta Postal code T0A 1A1

 Phone number 987-255-5566 Alternate phone number/fax same

 Email kingmen#11@email.ca
Food and Beverage Items

List all foods and beverages available at your booth. Please include any food samples and alcoholic beverages.

hamburgers	hotdogs	smokies	chips (bagged)
pop	beer	wine coolers	wine
basic condiments: ketchup, mustard, relish, chopped onions			

Location of Food Preparation Prior to Special Event

Will you be doing any food preparation (e.g. cooking, chopping) before the special event? Yes No

If yes, provide name of approved food establishment Grumpy's Pub

Food establishment address 91210 Beverly Hills Way N

City Someplacenice

Province Alberta

Postal code T0k 1A1

If you do not have care and control of the approved food establishment, please complete the Permission to Use an Approved Food Establishment form ([Click here](#)) available at www.albertahealthservices.ca/8302.asp ([Click here](#)) under the Special Events tab.

On-Site Services

Number of garbage containers 3

Liquid waste disposal Municipal Sewer City /Town _____

Holding tank Final Disposal Location Big Top Convention Centre mop sink

Where are you getting potable water for your booth? How will the water reach your booth?

Note: All water containers, hoses and other equipment must be food grade.

Plastic potable water tank will be filled up from the main kitchen sink inside the Big Top Convention Centre and brought out to the beer gardens tent.

Utility supply (select all that apply) Electrical Outlet Generator Gas / Propane

Other _____

Temperature Control and Sanitizers

How will you keep high risk foods hot (above 60°C) while on-site?

e.g. chafing dishes, steam tables, stoves, heated holding cabinets

Cooked hamburger patties/hotdogs/smokies will be kept in roasters that will be located on the side of the grill under low heat to keep them warm. We will check the temperatures with a thermometer to make sure the food is held above 60C.

How will you keep high risk foods cold (below 4°C) while on-site?

e.g. refrigerators, coolers with ice

Small chest freezer in the back booth will be used for storage of bulk food items (hamburger patties/hotdogs/smokies). This freezer will be plugged into a generator. Smaller camping coolers with ice will be used for the cooks on the grill line.

How will you cook foods on-site?

e.g. stoves, barbeques, toaster grills, fryers

Two propane bbqs, one for hamburger station and one for hotdog/smokie station

How will you transport foods to the site? How will you keep foods above 60°C or below 4°C?

e.g. coolers with ice, refrigerated vehicles, heated holding units

Food will be picked up from Grumpy's Pub each morning using camping coolers and ice. Food will be transported in minivan directly to beer garden tent and put into the chest freezer.

What sanitizer will be used on-site? Bleach Other _____

Handwashing, Dishwashing and Food Service Sinks

Type of handwashing sink(s) Temporary handwashing station (see page 13 of Vendor Package for details)

Plumbed sink

Other _____

Note: All handwashing sinks must have warm running water, liquid soap and paper towels.

What dishwashing facilities will be available?

e.g. two compartment sink, three compartment sink

Two compartment sink will be set up in the beer garden tent to wash food equipment.

Structure

Where will your booth be located during the event? Inside Outside

What type of booth? (Check all that apply) Enclosed tent Covered tent Open-top

Other _____

What are the surfaces of your booth made of?

Floors pavement

Walls open walls, canvas roof on tent

Counters or Tables 5 plastic folding table (6 feet)

Booth Layout

Have you attached a drawing of the booth layout that includes all equipment for the event, including cooking, dishwashing, handwashing and storage equipment? Yes

No

Photographs may also be submitted.

Food Safety Training

Basic food safety training is recommended for all food handlers. If you or your staff require additional food safety training, please visit www.albertahealthservices.ca/3151.asp ([Click here](#)) for training options.

Training options include the Home Study in Food Safety for Special Events ([Click here](#)).

Signature

Signature **Barry Jetson**

Digitally signed by Barry Jetson
DN: cn=Barry Jetson, o, ou, email=kingmen11@email.ca, c=CA
Date: 2015.05.20 12:59:31 -06'00'

Date 20-May-15

Name Barry Jetson

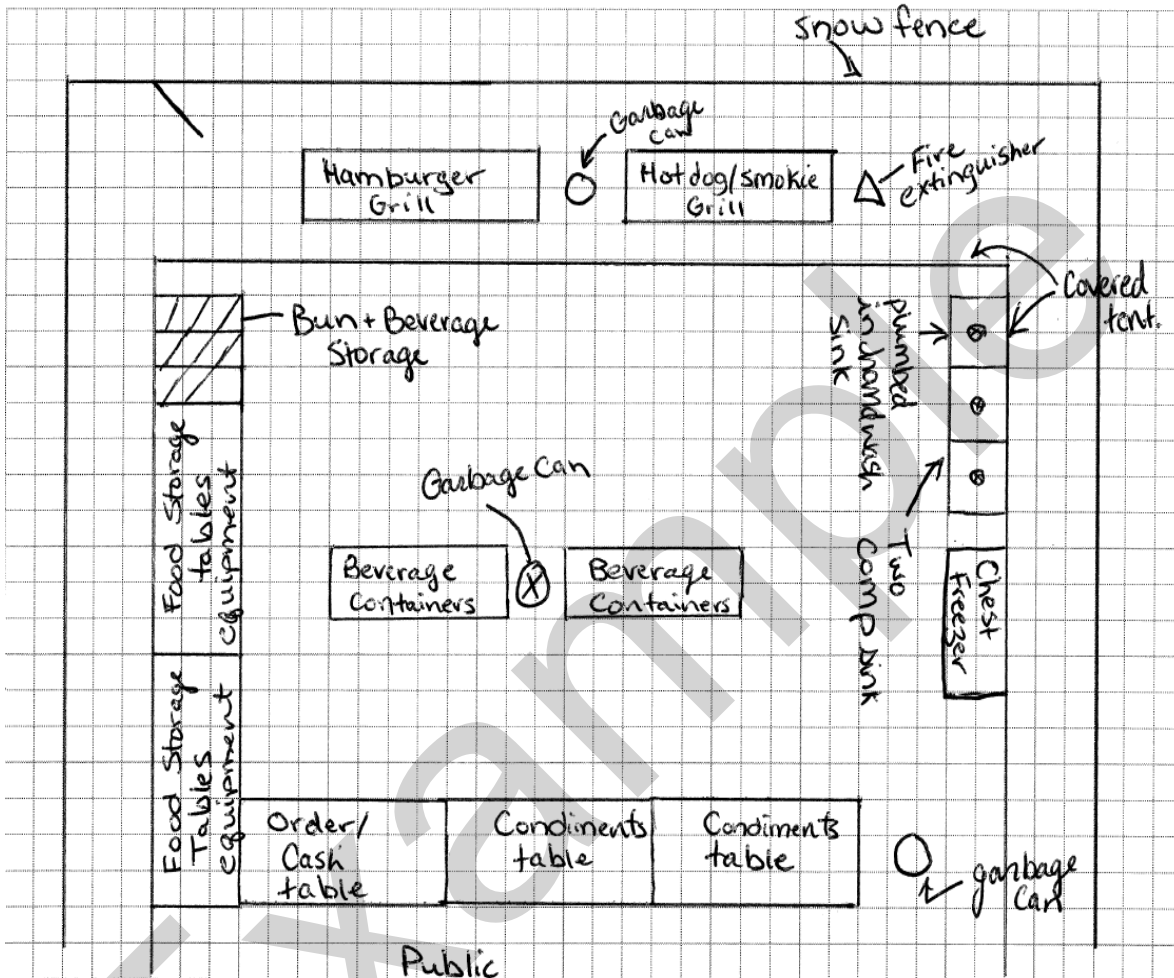
For Office Use Only

Reviewed by _____ Date _____ Inspection Required? Yes No

Inspectors Assigned _____

Kingmen Community Group Beer Gardens Layout

July 10-12, 2015 Host It & They Will Come Event



Forward completed notifications to your Special Event Organizer. Further information available on Page 4. Be sure to include a diagram of your booth layout.

Event Information

Name of special event _____

Address of event _____

Event organizer name _____ Phone number _____

Organizer's email _____

Date(s) booth will operate _____

Time booth opens _____ AM PM

Time booth closes _____ AM PM

Applicant Information

Name of booth or company _____

Name of booth manager / vendor _____

Mailing address _____

City _____

Province _____ Postal code _____

Phone number _____ Alternate phone number/fax _____

Email _____

Food and Beverage Items

List all foods and beverages available at your booth. Please include any food samples and alcoholic beverages.

Location of Food Preparation Prior to Special Event

Will you be doing any food preparation (e.g. cooking, chopping) before the special event? Yes No

If yes, provide name of approved food establishment _____

Food establishment address _____

City _____ Province _____ Postal code _____

If you do not have care and control of the approved food establishment, please complete the Permission to Use an Approved Food Establishment form ([Click here](#)) available at www.albertahealthservices.ca/8302.asp ([Click here](#)) under the Special Events tab.

On-Site Services

Number of garbage containers _____

Liquid waste disposal Municipal Sewer City /Town _____

Holding tank Final Disposal Location _____

Where are you getting potable water for your booth? How will the water reach your booth?

Note: All water containers, hoses and other equipment must be food grade.

Utility supply (select all that apply) Electrical Outlet Generator Gas / Propane

Other _____

Temperature Control and Sanitizers

How will you keep high risk foods hot (above 60°C) while on-site?

e.g. chafing dishes, steam tables, stoves, heated holding cabinets

How will you keep high risk foods cold (below 4°C) while on-site?

e.g. refrigerators, coolers with ice

How will you cook foods on-site?

e.g. stoves, barbeques, toaster grills, fryers

How will you transport foods to the site? How will you keep foods above 60°C or below 4°C?

e.g. coolers with ice, refrigerated vehicles, heated holding units

What sanitizer will be used on-site? Bleach Other _____

Handwashing, Dishwashing and Food Service Sinks

- Type of handwashing sink(s) Temporary handwashing station (see page 13 of Vendor Package for details)
- Plumbed sink
- Other _____

Note: All handwashing sinks must have warm running water, liquid soap and paper towels.

What dishwashing facilities will be available?

e.g. two compartment sink, three compartment sink

Structure

Where will your booth be located during the event? Inside Outside

What type of booth? (Check all that apply) Enclosed tent Covered tent Open-top

Other _____

What are the surfaces of your booth made of?

Floors _____

Walls _____

Counters or Tables _____

Booth Layout

Have you attached a drawing of the booth layout that includes all equipment for the event, including cooking, dishwashing, handwashing and storage equipment? Yes

No

Photographs may also be submitted.

Food Safety Training

Basic food safety training is recommended for all food handlers. If you or your staff require additional food safety training, please visit www.albertahealthservices.ca/3151.asp ([Click here](#)) for training options.

Training options include the Home Study in Food Safety for Special Events ([Click here](#)) .

Signature

Signature _____ Date _____

Name _____

For Office Use Only

Reviewed by _____ Date _____ Inspection Required? Yes No

Inspectors Assigned _____



Please forward the completed Special Event Vendor Notification to the Special Event Organizer. If you are unable to contact the Special Event Organizer, please forward to the nearest address below. A map is provided for your reference.

Northern Alberta

Environmental Public Health

north.specialevents@albertahealthservices.ca

Phone: 780-513-7517

Call for correct fax number.

Edmonton Area

Environmental Public Health

edm.specialevents@albertahealthservices.ca

Phone: 780-735-1800

Fax: 780-735-1802

Central Alberta

Environmental Public Health

central.specialevents@albertahealthservices.ca

Phone: 403-356-6367

Toll-free: 1-877-360-6366

Fax: 403-356-6433

Calgary Area

Environmental Public Health

specialevents@albertahealthservices.ca

Phone: 403-943-2295

Toll-free: 1-855-943-2288

Fax: 403-943-8056

Southern Alberta

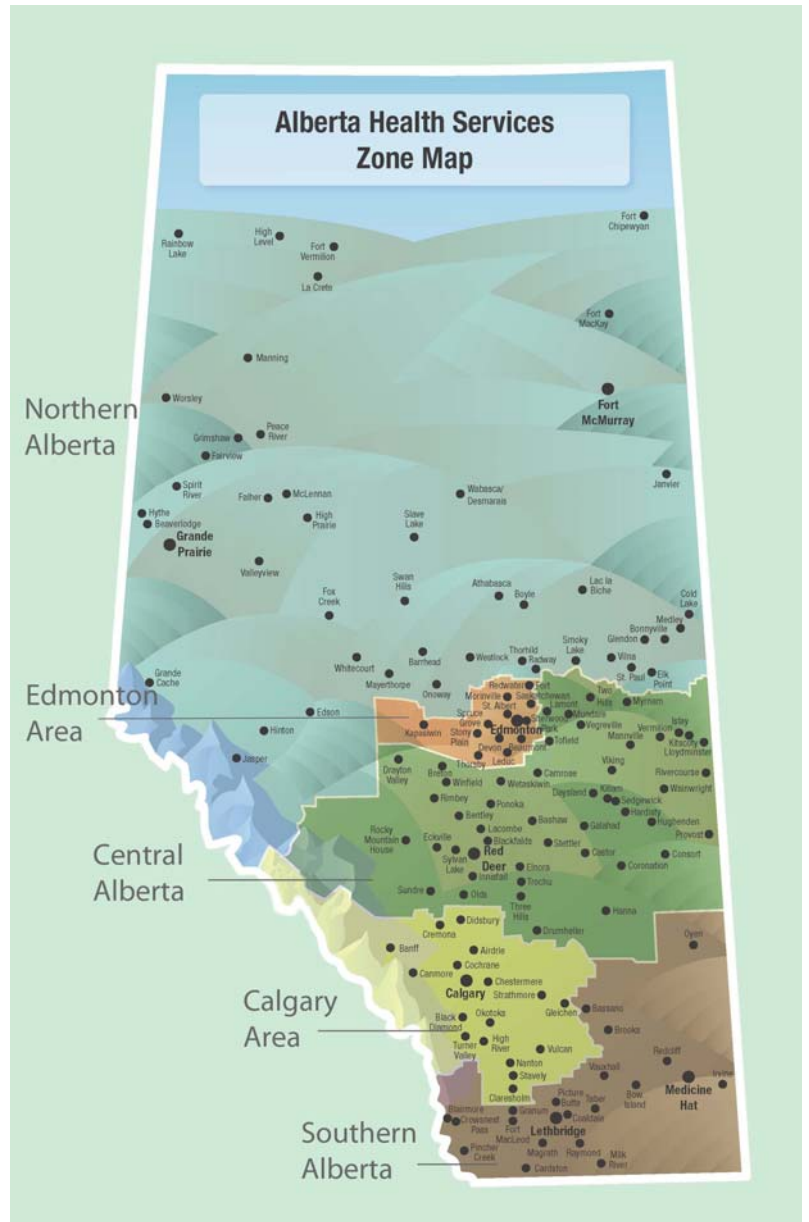
Environmental Public Health

south.specialevents@albertahealthservices.ca

Phone: 403-388-6689

Toll-free: 1-877-355-6689

Fax: 403-328-5934





**Alberta Health
Services**

***Environmental Public Health
Food Vendor
Booth Diagram***

You may use this page to draw your booth layout. Include all equipment for the event including cooking, dishwashing, handwashing and storage equipment. Include this diagram with your Special Event Vendor Notification.

Name of Event: _____

Name of Booth: _____

Date: _____

This form must be completed by the owner or operator of an approved food establishment who is granting permission for someone to use their establishment to prepare food for a mobile food vehicle, special event, farmers' market, public market or catering.

Send completed form to the applicant below or your nearest Environmental Public Health office.

Owner/Operator of Approved Food Establishment

Name _____

Food establishment _____

Address _____

Phone number _____

Applicant

Name _____ Phone Number _____

Name of mobile food vehicle or food booth _____

Special event, farmers' market or public market _____

Permitted Use

I hereby declare that the applicant named above has permission to use my food establishment as a base of operation. The applicant is permitted to (click all that apply):

 prepare food clean equipment and utensils store food and utensils

 store mobile food cart other _____

The applicant is permitted to use my food establishment during:

Days _____ e.g. Monday to Friday, Saturday

Hours _____ e.g. 8:00 am to 2:30 pm

Effective dates _____ e.g. Year round 2015, May to Sep 2015

Signature: _____ Date _____

For more information, please contact your nearest Environmental Public Health office.

www.albertahealthservices.ca/eph.asp

Edmonton Main Office	Ph: 780-735-1800	Fax: 780-735-1802	edmontonzone.environmentalhealth@albertahealthservices.ca
Calgary Main Office	Ph: 1-855-943-2288	Fax: 403-943-8056	calgaryzone.environmentalhealth@albertahealthservices.ca
Lethbridge Main Office	Ph: 403-388-6689	Fax: 403-328-5934	southzone.environmentalhealth@albertahealthservices.ca
Grande Prairie Main Office	Ph: 780-513-7517	Fax: 780-532-1550	northzone.environmentalhealth@albertahealthservices.ca
Red Deer Main Office	Ph: 1-877-360-6366	Fax: 403-356-6433	centralzone.environmentalhealth@albertahealthservices.ca