



City of Hamilton - Public Health Services
Healthy Environments Division – Food Safety
Robert Thompson Building
110 King St W, 2nd Floor
Hamilton, ON L8P 3S6
Phone: 905-546-2489
Fax: 905-546-2787
foodsafety@hamilton.ca
www.hamilton.ca/foodsafety

Dear Event Organizer:

RE: Special Event Organizer Application Form and Food Safety Information Package 2023

Hamilton Public Health Services helps event organizers ensure safe food handling at Special Events in the City of Hamilton to reduce the risk of foodborne illness.

Event Organizer responsibilities:

1. Complete the **Special Event Organizer Application Form** (below).
2. Provide each food vendor with a copy of the **Special Event Food Vendor Application Form** and **Requirements for Food Vendors at Special Events** document.
3. Food vendors (including food trucks) are required to submit a copy of the kitchen's most recent public health inspection report. If the kitchen space is rented to prepare food, food vendors must provide a letter from the owner of the kitchen space confirming that your food is prepared at that location. A copy of the kitchen's most recent public health inspection report shall be included.
4. Collect all completed vendor applications as one single event package (do not submit individual vendor applications to Public Health) and forward the completed package to Hamilton Public Health at least **14 days** before the event.
5. Notify Hamilton Public Health of any significant changes to the original application.

The Special Event Organizer will be invoiced after the event for inspection services rendered.

Refreshment Vehicles fully licensed by the City of Hamilton are not required to pay this fee.

However, food trucks must be listed on the list of **Special Event Food Vendor Application**, including City of Hamilton Plate Number.

Note: An administration fee of \$43.51 (includes HST) is charged per vendor unit for Special Events and festivals to cover the costs incurred for inspection services. An additional fee of \$33 (includes HST) per vendor applies if the application is not received at least 14 days ahead of the event. Please do not submit payment before your event. You will be invoiced after the event if Inspections were required.



Special Event Organizer Application Form

Please complete and return to Hamilton Public Health at least **14 days** before the start date of event. If you require assistance completing this form, please contact Hamilton Public Health Services at **905-546-2489**. The completed form can be submitted to Hamilton Public Health via e-mail: foodsafety@hamilton.ca or faxed to: **905-546-2787**, or dropped off/mailed to Public Health Services, Food Safety Program, Robert Thomson Building, 110 King Street West, 2nd Floor, Hamilton, Ontario L8P 4S6

EVENT INFORMATION

Event Name:		Expected # of Vendors:
Event Date(s): Start:	End:	Expected # of Attendees:

ORGANIZER INFORMATION

Organizer's Name:		
Legal Name (Corporation/Number):		
Address:		Business Phone:
City/Town:	Postal Code:	Cell Phone:
Email Address:		Fax:

EVENT DESCRIPTION

Event Location/Address:	
Venue Type: <input type="checkbox"/> Public Park <input type="checkbox"/> Street Festival <input type="checkbox"/> Mall Property <input type="checkbox"/> Other (specify):	
Hours of Operation:	Diagram of Event Layout Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No

RESPONSIBILITIES OF THE ORGANIZER

SANITARY FACILITIES:

Will sanitary facilities be provided for the event by the organizer? (If yes, specify number)

Portable Toilets <input type="checkbox"/> Yes <input type="checkbox"/> No	Portable Handwash Stations Yes <input type="checkbox"/> <input type="checkbox"/> No
Permanent Toilets <input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent Handwash Stations Yes <input type="checkbox"/> <input type="checkbox"/> No

WATER SUPPLY:

Will potable water be supplied to vendors? Yes (If yes, complete next question on water source) No

WATER SOURCE: Municipal Well Bottled Water truck (Company Name): _____

Water lines made of 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 to vendors: Yes No Back-up power available: Yes No

Refrigerated trucks provided for vendor use: Yes No

SEWAGE, WASTE WATER & GARBAGE DISPOSAL:

Method of Sewage Disposal: Municipal Private/Septic Garbage will be disposed of daily: Yes No

Method of Waste Water Disposal: Municipal Holding Tank Grey Water Containers Other, explain:

VENDORS:

It is the responsibility of the Event Organizer to ensure that Hamilton Public Health Services is provided with a comprehensive list of all the vendors that will be at the event. This list is to be supplied at the time of submission of this application.

INFORMATION ABOUT THE VENDORS PARTICIPATING AT THE EVENT

Will there be any vendors at the event that perform personal services such as tattooing, body piercing, manicures/pedicures or hair cutting? Yes No

Will any of the vendors be operating a Petting Zoo (i.e., any vendors that provide a service where the public has contact with animals)? Yes No

FOOD VENDORS

Total number of **Food Vendors** participating in the event:

Provide a description of the proposed types of foods that will be served at the event (e.g. hamburgers, chicken skewers, roast beef, roasted pig, ribs, etc.):

LIST OF VENDORS (Please ensure this list includes ALL vendors. If additional space is required, please attach a separate page).

Event Name:	Organizer Name:	
Provide Vendor's Name and the Name of their Food Booth	Vendor's Mailing Address and Vendor's Email Address	Vendor's Phone Number(s) (business and cell)
Vendor's Name: Food Booth: Food Truck Plate #:		
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*Please ensure every vendor receives a copy of Hamilton Public Health's **Requirements for Food Vendors at Special Events**.

Date:	<hr style="width: 60%; margin: 0 auto;"/> Organizer's Signature
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