



City of Hamilton - Public Health Services  
Healthy Environments Division – Food Safety  
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[www.hamilton.ca/foodsafety](http://www.hamilton.ca/foodsafety)

Dear Event Organizer:

**RE: Special Event Organizer Application Form and Food Safety Information Package 2021**

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 and forward 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 \$41.00 (includes HST) is charged per vendor unit for Special Events and festivals to cover the costs incurred for inspection services. An additional fee of \$31.00 (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.



**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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