



## Special Event Food Vendor Application Form

Please complete and return to your Event Organizer. 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](mailto: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, Ontario L8P 4S6.

**Please note: A separate Vendor Application Form must be completed and submitted for each event you participate in, regardless of attendance at multiple special events in one year.**

### SPECIAL EVENT REQUIREMENTS FOR FOOD VENDORS

- All food vendors **MUST** submit a completed Vendor Application Form **at least 14 days prior** to the event.
- Vendors must comply with the **Requirements for Food Vendors at Special Events** and with applicable sections of the Food Premises Regulation, under the *Health Protection and Promotion Act, R.S.O., 1990*.
- All food served at the event must be obtained from an approved and inspected source and prepared in an approved and inspected kitchen.
- Food vendors and food trucks **MUST** attach a copy of the kitchen's most recent public health inspection report.
- If the food vendor/truck uses or rents a kitchen space to prepare food, the vendor **MUST** attach a letter from the owner of the kitchen space confirming that the food is prepared at that location. A copy of the kitchen's most recent public health inspection report shall be included.
- A Public Health Inspector may contact you prior to the event to discuss your application.
- Out of town **food trucks/trailers** must contact the Hamilton Licensing Department 905-546-2782 (option #5) and **MUST** attach a copy of the food truck's most recent public health inspection report (within previous 6 months).

### VENDOR INFORMATION

Vendor/Contact Name:

Name of Booth/Concession:

Legal Name (Corporation Name/Number):

City of Hamilton Plate # (if applicable):

MTO Ontario Plate # (if applicable):

Address:

Business Phone #:

Cell Phone #:

Email Address:

### EVENT INFORMATION

Event Name:

Event Location/Address:

Event Date:

Hours of Operation:

Date(s) vendor is participating at event:

### PARTICIPATION IN OTHER EVENTS IN THE CITY OF HAMILTON

Prior to this event, have you participated in a event held in the City of Hamilton this year? Yes      No  
 If yes, please provide the name and date of the event(s) you have participated in:

If yes, were you inspected by Hamilton Public Health? Yes      No

### PROPOSED FOOD MENU (For additional space to list all food and suppliers, attach a separate page)

Food Item(s) Offered to the Public	Name and Address of Source(s)/Supplier(s)	
	Name:	
	Address:	Phone:

	Name:	
	Address:	Phone:
	Name:	
	Address:	Phone:
	Name:	
	Address:	Phone:
	Name:	
	Address:	Phone:

**Please Note: Food from an uninspected source is not permitted, including uninspected home prepared foods.**

**FOOD PREPARATION**

Name and address of establishment where food will be prepared PRIOR to the event:

Brief description of on-site food preparation methods at event:

**FOOD HANDLING AND DISHWASHING EQUIPMENT**

What type of equipment will you have on-site? (check all that apply)	Two (2) compartment dishwashing station	Single service eating utensils
	Three (3) compartment dishwashing station	Hairnets/hats
	Thermometer: coolers/refrigerators, cooking	Sanitizing solution
	Cooking utensils – specify total number:	Other (specify):

**CLEANING AND SANITIZING**

What type of sanitizer will be used for sanitizing utensils and food contact surfaces?	Bleach      Quaternary Ammonium (Quats)  Other(specify):
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**HANDWASHING**

What type of handwashing station will be provided in the food handling/food preparation area?  Please note: it is to be used for handwashing only.	Fixed Sink Portable Sink / Temporary Handwash Sation  No Sink (please explain):
Will you have a supply of liquid soap and paper towels in a dispenser for handwashing sink(s)?	Yes No, (please explain):

## FOOD STORAGE AND TRANSPORTATION

In the days prior to the event, where will food be stored?

<b>How will food, prepared prior to the start of the event, be transported to the event?</b>	Refrigerator (4°C or lower)	Insulated cooler with ice (4°C or lower)
	Chest freezer (frozen state)	Cambro unit (60°C or higher)
	Insulated box (60°C or higher)	Other (specify):
<b>Cold Holding</b> How do you intend to keep food properly cold?	Refrigerator (4°C or lower)	Insulated cooler with ice (4°C or lower)
	Chest freezer (frozen state)	Other (specify):
<b>Cold Holding</b> If participating in an event spanning multiple days, how will food be kept cold and where?	Refrigerator (4°C or lower)	Insulated cooler with ice (4°C or lower)
	Chest freezer (frozen state)	Other (specify):
	Location:	
<b>Hot Holding</b> How do you intend to keep food properly hot?	Steam table (60°C or higher)	BBQ/Grill (60°C or higher)
	Chafing dishes (60°C or higher)	Other (specify):
<b>Re-heating</b> What method(s) will be used to re-heat food to the proper temperature prior to service?	Stove top	BBQ/Grill
	Microwave oven	Other (specify):

## EQUIPMENT LAYOUT FOR BOOTH

Provide an equipment layout for your booth at the event. The layout can be hand drawn in the space below or attached to this application.

**Please note:** At a minimum, temporary handwashing stations must consist of an insulated container with a spigot that provides continuous free-flowing warm water, along with a supply of liquid soap and paper towels in a dispenser. Hot water can be provided using a coffee urn, kettle or pot of boiling water. A bucket to collect the waste water must also be in place. This type of a temporary handwashing station must be set up on an elevated surface (i.e., table).

## COMMENTS

Date:

I have read the *Requirements for Food Vendors at Specials Events*. I understand the requirements for food vendors at Special Events in the City of Hamilton.

Vendor's Signature