SPECIAL EVENT APPLICATION FOR FOOD VENDORS

City of Hamilton
Health Protection Division
Attention: Special Events
Public Health Services
110 King St W, 2ND Fl
Hamilton, Ontario L8P 4S6

EVENT NAME: _____

EVENT DATES: _____

EVENT TIME/DURATION: _____

LOCATION OF EVENT:

2016 - VENDOR INFORMATION

(To be completed by each vendor attending)

NAME OF VENDOR: _____
(Or Business Name)

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE: (B) _____ **(H)** _____**(C)** _____

What was the last event attended in Hamilton? _____

Are you an out of town vendor? ☐ **YES** ☐ **NO**
If yes, attach most recent Health Inspection Report (within 4 months of this event)

Vendor will be set up in: ☐ **Booth /Tent** ☐ **Indoor Facility**

☐ **Mobile Food Trailer Ontario Plate#** ☐ _____ **City of Hamilton Plate #** ☐_____

Establishment where food is prepared: _____

Contact person of Establishment: _____

Address of Establishment: _____

Phone Number of Establishment: _____

Menu Items	Brief Description of Preparation on Site

REFER TO YELLOW BOOKLET ON WEB-SITE PRIOR TO COMPLETING THIS SECTION.

How will food be kept hot on site? _____

_____

How will food be kept cold on site? _____

_____

How will food be kept hot or cold during transportation? _____

_____

How will hazardous food temperatures be verified?_____

_____

Describe your handwashing setup and method of wastewater collection at your booth:

_____

_____

Describe how utensils and equipment will be washed, rinsed and sanitized, what sanitizer will be used: _____

_____

NOTE:

1) **No home prepared foods can be used, sold or given away.**

2) **All major food preparation (i.e. Foods that require much handling, chopping, cutting, wrapping) must be completed in an approved kitchen facility.**

3) **Raw poultry, raw seafood, and raw ground meat is not permitted on site at Special Events.**

I have received and read the Special Events Information Package provided. I understand the requirements for food vendors at Special Events in the City of Hamilton.

Signature: _____ **Date:** _____

Note: You may be required to have a refreshment vehicle license to operate in the City of Hamilton. Please contact the Municipal Law Enforcement at 905 546 2782 to obtain further information.

For current information on requirements for food vendors, please go to http://www.hamilton.ca/life-events/hosting-events/food-safety-requirements-special-events
For further Information, please contact, Public Health Services for The City of Hamilton at (905) 546-2489

Hamilton

REQUIREMENTS FOR FOOD VENDORS AT SPECIAL EVENTS

CITY OF HAMILTON
PUBLIC HEALTH SERVICES
HEALTH PROTECTION DIVISION
FOOD SAFETY PROGRAM

110 King Street West
2nd Floor
Hamilton, ON
L8P 4S6

Telephone: (905) 546-2489
Fax: (905) 546-2787

For more information go to the City of Hamilton Website

http://www.hamilton.ca/life-events/hosting-events/food-safety-requirements-special-events

Last update Jan 2016

GETTING STARTED

The information in this booklet has been developed to help you operate your food service operation in a manner that minimizes the possibility of food borne illness.

Please read through the following pages and be certain that you are familiar with the requirements for food vendors at Special Events in the City of Hamilton.

Your First Step

The Health Department requires all food vendors to complete the **Food Vendor Application Form.**

http://www.hamilton.ca/life-events/hosting-events/food-safety-requirements-special-events

Please submit your application and the administration fee to your event coordinator.

The coordinator must submit the forms and payment to this department at least **14 days prior to the event.**

Review of Application

A Public Health Inspector will be pleased to help you with your plans. The Inspector will discuss safe food handling requirements to minimize the chances for food borne illness. Contact Public Health Services at 905-546-2489.

A municipal license may be required. Please check with Municipal Law Enforcement at 905-546-2782 or your event coordinator.

FOOD OPERATION REQUIREMENTS

Food Supplies

1. All food must be obtained from an approved Commercial Source.

2. All food served at Special Events must be prepared in a licensed and approved commercial kitchen.

3. Only limited preparation (cooking and associated assembly) will be permitted on site

4. No home prepared, or home canned foods can be used, sold or given away at Special Events

NOTE:

Due to the hazardous nature of the following foods and the potential for cross contamination the Health Protection Branch does **not permit raw chicken, raw seafood, or raw ground meats** at Special Events. Frozen preformed meat products (hamburgers) may be used as an alternative.

FOOD PREPARATION AND PROTECTION

1. All major food preparation, (ie. Foods that require much handling, chopping, cutting, wrapping, etc.) must be completed in an **approved kitchen** facility.

2. Pre-packaged food that is being brought to an event must be packaged in an inspected kitchen.

3. All food while being stored, prepared, displayed or transported must be protected from dust, insects and other sources.

    - Separate raw meats from ready-to-eat foods
    - Cover food completely by using containers with tight fitting lids, plastic wrap, aluminum foil or sneeze guards.
    - Store all food 15cm (6 inches) off the ground or floor.

4. All potentially hazardous foods must be transported, stored, and maintained at required temperatures:

    - **Cold foods** must be held at 4°C (40°F) or lower.
    - **Frozen foods** must be held at -18°C (0°F) or lower
    - **Hot foods** must be held at 60°C (140°F) or higher.
    - Every **cold holding** unit (refrigerator, freezer, cooler) must be provided with a **thermometer** to ensure cold food is kept **cold**.

5. Adequate **refrigeration and freezer units** must be provided for the storage of hazardous foods.

   - For one day events only, insulated coolers may be substituted for mechanical refrigeration but coolers must be provided with an adequate supply of ice to maintain cold foods at 4°C or lower.

   - For events that are more than one day, mechanical refrigerators and freezers must be provided

6. All hazardous foods must be **cooked** or **re-heated** to a minimum temperature of 74°C (165°F) for 15 seconds

7. Adequate hot **food storage** facilities must be available for hazardous foods requiring hot storage and must maintain temperatures above 60°C (140°F)

8. A probe thermometer must be provided onsite to verify the internal temperature of food.
   - Clean and sanitize probe thermometer before use.

EQUIPMENT AND UTENSILS

Mixing your Sanitizer

Add 1/2 teaspoon of chlorine (bleach) for every 1 litre of water
or
2 teaspoons for every one gallon of water.

- Use for sanitizing utensils in a minimum two (2) compartment sink.
- Store solutions in a labelled spray bottle to use for sanitizing of equipment and work surfaces.

1. Only single service eating utensils such as plastic knives, forks, spoons, paper plates and cups shall be used.

2. Cooking utensils must be washed, rinsed and sanitized using a minimum of:

    - Two (2) compartment sink with hot and cold running water **or**
    - 3 containers of sufficient size for washing, rinsing and sanitizing

3. At least four (4) sets of utensils are required for each day of the event.

4. Wiping cloths must be stored in a sanitizing solution.

5. Food storage containers must be of food grade material.

6. All food preparation equipment and food contact surfaces **must be** smooth, non-absorbent, corrosion-resistant, non-toxic, and easily cleanable

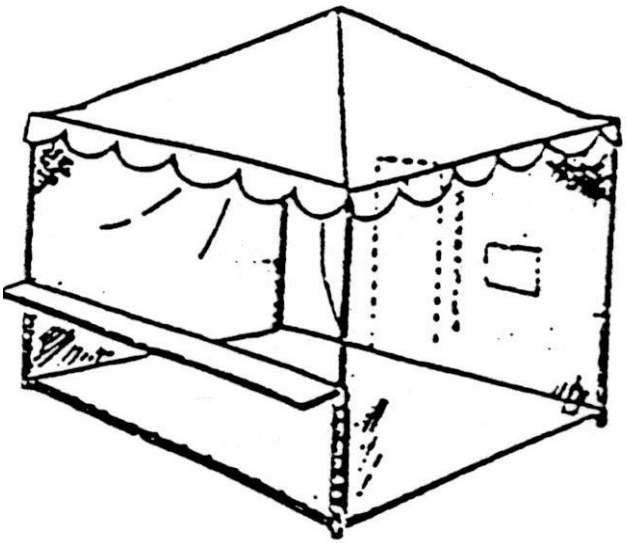
Booth Construction

1. Booths must be constructed in a manner which minimizes the entry of wind, dust and rain.

2. All equipment, including; smoke generating barbeques and grills, freezers, refrigerators, hand wash basins and utensil cleaning set up must have overhead protection.

3. Hand wash stations must be located in a convenient location for food handlers.

4. Work surfaces must be constructed of smooth, non-absorbent, corrosion-resistant, and non-toxic material that is easily cleanable.



WATER AND WASTE WATER

1. An adequate supply of potable water must be provided for each vendor.

2. Hoses and connections used to transport drinking water or municipal water must be in compliance with the Ontario Building Code. The hoses must be clearly marked with the relative standard indicating type of hose e.g. NSF 61, drinking water.

3. All ice must be purchased from a commercial source, transported and stored in a sanitary manner.

4. Vendors must provide a supply of hot and cold water **under pressure** at sinks.

5. Waste water must be disposed of in a sanitary manner. Speak to event coordinator to make arrangements for disposal.

HAND WASHING

1. When a hand wash sink is not available, vendors may use a gravity fed jug with **free flowing warm water** and catch basin underneath as diagrammed below.

   It is required that vendors maintain warm water for hand washing.

   In addition, hot water must be provided on demand.

2. The hand washing station must be placed in a convenient location for all food handlers.

3. Each hand washing station must be provided with:

   - Liquid soap in a dispenser,
   - Paper towels in a dispenser, and
   - A container to collect the waste water

PERSONAL HYGIENE

1. Food handlers must wash their hands with clean water and soap:
    - Before starting work,
    - after each visit to the toilet,
    - after eating or smoking,
    - after handling garbage
    - after handling money and
    - as often as necessary while working to maintain clean hands.

2. Absolutely no smoking or eating shall be permitted inside the vendor's booth.

3. Food handlers must wear clean outer clothing and must confine their hair by wearing hairnets, baseball caps etc.

4. No ill Food Handlers.

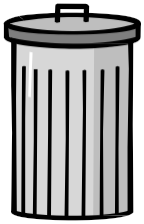
TOXIC CHEMICALS

Chemicals such as cleaners must be stored away from food preparation and storage.

All chemical containers must be clearly labelled to avoid food handler errors or food contamination.

GARBAGE AND PEST CONTROL

1. Durable garbage receptacles must be provided with lids in each vendor location to keep vermin and insects away from the food preparation area.



2. Provide fly strips in vendor area to protect food from contamination. Keep out of immediate food preparation area.

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DID YOU FORGET ANYTHING?

- ☐ TENT/ UMBRELLA
- ☐ HOT AND WARM RUNNING WATER
- ☐ LIQUID SOAP IN DISPENSER
- ☐ PAPER TOWELS IN DISPENSER
- ☐ BUCKETS TO CAPTURE WASTE WATER
- ☐ **COLD HOLDING OF FOODS**- REFRIGERATORS, FREEZERS, COOLERS, ICE
- ☐ THERMOMETERS FOR COOLERS
- ☐ **HOT HOLDING FOR FOODS** - STEAMER, STOVE, CHAFFING, DISHES, ETC.
- ☐ PROBE THERMOMETER
- ☐ FOOD CONTAINERS OFF THE GROUND
- ☐ SUITABLE COVERS FOR FOOD PROTECTION
- ☐ CONTAINERS FOR UTENSIL WASHING, RINSING AND SANITIZING
- ☐ SANITIZER (A CONTAINER OF BLEACH AND A SPRAY BOTTLE) PROVIDE CHLORINE TEST STRIPS
- ☐ CLEAN OUTER CLOTHING AND HEADGEAR FOR STAFF
- ☐ PEST CONTROL- FLY STRIPS
- ☐ GARBAGE RECEPTACLES WITH LIDS

ENSURE THAT ALL YOUR EQUIPMENT IS COMPLETELY SET UP BEFORE HANDLING FOOD.