



## SPECIAL OCCASIONS VENDOR'S APPLICATION PACKAGE

Note: Submission of a completed Appendix A: Food Vendor Form is required for approval of the county's Special Event Food Vendor License.

Please **complete and submit Appendix A: Food Vendor Form, one for each vendor, at least fourteen (14) days prior to the event.** A copy of the completed form should also be provided to the event organizer where applicable.

**Food Vendor forms submitted less than 14 days prior to the event may not be approved.**

**Non-residents of Haldimand or Norfolk counties must submit their most recent inspection report from their local health unit.**

If you have any questions, please contact the Haldimand-Norfolk Health Unit.

### Package includes:

- Vendor's Responsibilities
- Food Booth Checklist
- Helpful Reminders
- Points to Ponder Fact Sheet
- Appendix A – Food Vendor Form

### Important Facts

1. All persons and/or organizations planning to sell or give food and/or beverages away to the public must contact their local Public Health Inspector.
2. Health Unit approval must be obtained **prior** to operating food and/or beverage booths. Please complete and submit Appendix A: Food Vendor Form.
3. Failure to meet Health Unit requirements and associated Regulations may result in legal action and/or closure of the vending site.
4. Any questions you have can be directed to the Public Health Inspector in your area. See below for an office near you.

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#### Simcoe:

P.O. Box 247, 12 Gilbertson Drive  
Simcoe, ON N3Y 4L1  
519.426.6170 or 905.318.6623

#### Caledonia:

282 Argyle Street South  
Caledonia, ON N3W 1K7  
905.318.5367





## VENDOR'S RESPONSIBILITIES

**An occasional event** is defined as any event that occurs not more than fourteen (14) consecutive operating days in a year.

**Food premise** is defined as a premise where food or milk is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale, but does not include a private residence.

**Note:**

- Event approval will not be granted until the Food Vendor form(s) has/have been submitted to the Health Unit.

**Every food premise operated at an occasional event must:**

1. Be approved for operation by the Haldimand-Norfolk Health Unit prior to the event, and may be subject to inspection during the event.
2. Use only single-service articles for food and beverages.
3. Be equipped with a supply of potable drinking water (minimum 20 litres) and a supply of hot water adequate for the operation of the premise. **Mobile units must have hot and cold running water under pressure.** (A coffee urn could be considered hot running water under pressure.)
4. Be equipped with a designated hand sink, tub or bus bin along with soap and single-service towels to facilitate washing of hands, plus single-use commercially packed moist hand towelettes.
5. Be equipped with at least two (2) sinks, tubs or bus bins and an approved sanitizer to facilitate washing of equipment and countertops.
6. **Prepare all food on-site or at a location approved by the Health Unit.**

**The premise must meet the following requirements:**

**PHYSICAL STRUCTURE**

1. Booth or concession must be enclosed on all four sides to prevent entrance into food-preparation areas.
2. This enclosure must cover the area from the floor up to the countertops.
3. All food-preparation utensils, equipment, storage, etc., must be contained within this area. Barbecuing is allowed outside of booth provided this area is protected or fenced off from public access.
4. Countertops: Must consist of a material that is smooth, impervious and can be easily cleaned and maintained. Food and food surfaces are to be protected from contamination by means of shields, cabinets, containers, etc.
5. Roof: A canopy or similar roof structure is required over all food service/preparation and storage areas (except barbecue area).

**GOOD HOUSEKEEPING**

1. Keep food-contact equipment in good repair and free from cracks and chips.
2. Clean and sanitize work surfaces and equipment frequently with an approved sanitizer.
3. Dispose of garbage frequently and in a sanitary manner.
4. Keep floors, walls and ceilings clean and in good repair.
5. Provide proper pest control when necessary.
6. Liquid waste must be disposed of so that it does not cause a health hazard. Suitable equipment or facilities for the disposal of wastewater must also be provided.
7. Area must be kept clean and free of debris.

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**FOOD PROTECTION**

1. Use an accurate probe thermometer to determine temperature of foods.
2. Always probe food to determine the internal temperature.
3. Avoid the temperature “danger zone” {danger zone – any temperature between 4°C (40°F) and 60°C (140°F)}.
4. Keep hot food hot +60°C (140°F) or higher.
5. Keep cold foods cold +4°C (40°F) or lower.
6. Keep freezer temperatures at –18°C (0 degrees F) or lower.
7. Thermally insulated coolers are acceptable provided that ice/ice packs can maintain foods at the required temperatures.
8. All food shall be handled with tongs, spoons, scoops, etc. whenever possible.
9. Foods transported to the site from another approved place of preparation must be transported at the temperatures outlined above and in a manner not conducive to spoilage or contamination.
10. If hazardous foods are prepared outside of Haldimand or Norfolk Counties, a letter of approval is required from the Health Unit that has jurisdiction, stating that the premise complies with the Food Premise Regulations.
11. Milk or milk products must be pasteurized and dispensed from, or served in, the original container as received from the distributor.
12. Food must be purchased from an approved and inspected source, with receipts available for inspection.
13. All food and food products should be properly protected during storage, preparation, display and service.
14. Avoid cross-contamination of raw products on to cooked product. Use a separate cutting board for raw meats and do not use it for any other foods. Always store raw foods separate from, and below, cooked or ready-to-eat foods.

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## FOOD BOOTH CHECKLIST

### 1. Be sure you have all these items before preparing or serving foods:

- Minimum 5 litres of hot running water.
- Minimum 20 litres of cold running water per sink.
- One hand-wash sink per food-handling area.
- Soap and paper towels in dispensers.
- Collection containers for waste water.
- Indicating and probe thermometers.
- Uniforms – aprons – headgear.
- Refrigerators – coolers – ice.
- Hot holding equipment.
- Food booth properly constructed.
- Garbage receptacles with lids.
- Sanitizer – household bleach.
- Dishwashing sinks set-up.
- Foods properly stored.
- Made arrangements for pre-inspection of food booths for operating approval.
- Post “Helpful Reminders” information handout.
- Post Special Events “Points to Ponder” handout.

### 2. Be sure to maintain records of all food-handlers participating before and during event.

### 3. Keep records and receipts of all food purchased for event.

**HELPFUL REMINDERS**



<p><b>Keep hot foods hot above 60°C (140°F)</b></p>	<p>All hot foods must be kept hot by approved methods, e.g., steam tables/stoves. Provide thermometers and check temperatures regularly. Transport hot foods in insulated containers that maintain 60°C (140°F) or higher.</p>
<p><b>Keep cold foods cold below 4°C (40°F)</b></p>	<p>All cold foods must be kept cold by approved methods, e.g., fridges/coolers. Provide thermometers in all units storing hazardous foods. Transport cold foods in insulated containers that maintain 4°C (40°F) or lower.</p>
<p><b>Wash your hands</b></p>	<p>Always wash hands with soap and water before starting work and whenever needed. Hand wash sink with minimum 20 litres of water must be provided.</p>
<p><b>Protect food from contamination</b></p>	<p>Store foods in covered containers. All foods on display must be covered. Minimize food handling with hands, e.g., use tongs, ladles.</p>
<p><b>Wear clean clothing</b></p>	<p>Food-handlers must wear clean uniforms and/or aprons.</p>
<p><b>Wear head gear</b></p>	<p>Food-handlers must confine hair with hair nets or hats.</p>
<p><b>No smoking</b></p>	<p>No smoking in food booths.</p>
<p><b>Don't work if you are ill</b></p>	<p>Do not work in food booth if sick with cold or flu. Do not handle food with cuts or open sores on hands.</p>
<p><b>Wash &amp; sanitize work areas &amp; equipment</b></p>	<p>Use soap, water and sanitizer on all work surfaces and equipment as needed. Sanitizer may be bleach.</p>

**(Please post at vendor's site.)**



## POINTS TO PONDER

Fine	Fact
\$375	All hazardous foods must be maintained at proper temperature control. <ul style="list-style-type: none"> <li>• Hot holding temperature must be 60°C (140°F) or higher</li> <li>• Cold holding temperature must be 4°C (40°F) or lower</li> </ul>
\$100	Accurate food thermometers must be provided for all hot and cold holding units.
\$375	Avoid unnecessary stacking of hazardous cooked foods.
\$375	Provide refrigerated space adequate for the safe storage of hazardous and perishable foods.
\$250	All food products must be stored and displayed in such a manner as to be protected from contamination (i.e. covered containers, 15 centimetres off floor/ground).
\$250	All raw, hazardous foods must be stored in a manner as not to cross-contaminate other food products.
\$250	Hot and cold running water under pressure must be provided at the handwash and dishwashing sinks.
\$100	Handwash sink must be equipped with soap in a dispenser and single-service disposable paper towels.
\$250	Provide an approved sanitizer to disinfect utensils, equipment and work surfaces, e.g., Javex.
\$50	Provide test strips to determine sanitizer strength for manual dishwashing and wiper rag storage.
\$50	Food-handlers must wear clean outer garments and headgear that confines the hair.
\$50	All liquid wastes must be disposed of in a sanitary manner.
\$50	Garbage must be stored in containers of durable leak-proof material with lids.
\$50	Absolutely " <b>No Smoking</b> " in the food preparation area.

(Please post at vendor's site.)

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# APPENDIX A: FOOD VENDOR FORM



Please complete and submit this form, one for each vendor, at least fourteen (14) days prior to the event. Food Vendor forms submitted less than 14 days prior to the event may not be approved. Attach the most recent inspection report from your local Health Unit. Food concession cannot operate until site inspection approval is granted. Comments can be entered on the back of this form if required.

Name of concession: \_\_\_\_\_

Contact person: \_\_\_\_\_

Home Phone #: (     ) Business Phone #: (     )

Mailing address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency contact during event: \_\_\_\_\_ Phone #: (     )

Name of event: \_\_\_\_\_

Event dates: \_\_\_\_\_

Event location: \_\_\_\_\_

Set-up date and time: \_\_\_\_\_

Foods served: \_\_\_\_\_ (attach menu listing if applicable)

Food Handler Certification: Name: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Food Supplier Names: \_\_\_\_\_ (attach listing if applicable)

### Vendor Site

Tent     Trailer     Other: \_\_\_\_\_

### Water Supply System (hot and cold running water under pressure required)

Type of System (pressurized or gravity): \_\_\_\_\_

Required sinks:  Two compartment sink for dishwashing **and**  Handwash sink(s)

### Wastewater Disposal

Collection method: \_\_\_\_\_ Disposal site: \_\_\_\_\_

### Food Storage

Cold storage:  Mechanical     Ice/insulated coolers

Hot holding method: \_\_\_\_\_

### Garbage

Receptacle provided:  Yes     No    Disposal method: \_\_\_\_\_

Grease:  Yes     No    Disposal method: \_\_\_\_\_

BBQ Used:  Yes     No

Date: \_\_\_\_\_ Vendor's Signature: \_\_\_\_\_