



# SPECIAL EVENT FOOD VENDOR APPLICATION

Renfrew County and  
District Health Unit

**FORM MUST BE COMPLETED BY VENDOR AND RETURNED 10 DAYS PRIOR TO EVENT  
FAX FORM TO 613-735-3067**

**IF SEEKING EXEMPT STATUS, ENSURE THE FORM IS FILLED OUT BY A MEMBER OF THE EXEMPT ORGANIZATION LISTED ON THE BACK OF THIS SHEET**

**FOOD CONCESSION PROHIBITED FROM OPERATING UNTIL APPROVAL IS GRANTED**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name of Concession: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Set up Date & Time: \_\_\_\_\_

Food Items: \_\_\_\_\_

Food Suppliers: \_\_\_\_\_

Food Preparation Location (On and/or Off-site): \_\_\_\_\_

\_\_\_\_\_

**VENDOR SITE:**

Approved Enclosed Mobile Unit ( )    Barbecue Adjacent to Approved Kitchen ( )

Other: \_\_\_\_\_

**Type of Water Supply System:**

Municipal Water ( )    Well Water ( )    Holding Tanks ( )

   Cold Water ( )    Hot Water ( )

**Sinks:**    3 compartment ( )    2 compartment ( )    Handwash basin ( )

**Waste Water Disposal:**    Collection method: \_\_\_\_\_    Disposal site: \_\_\_\_\_

**Cold Storage:**    Mechanical Refrigeration: ( )    Ice: ( )

**Hot Holding:** Method: \_\_\_\_\_

**Thermometers Present:**    Yes ( )    No ( )

**Garbage:**    Receptacles Provided: Yes ( )    No ( )    Disposal Method: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ certify and I accept the responsibility for ensuring the above-mentioned information is correct and will be adhered to.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Approved: Yes ( ) No ( ) Signature of Inspector: \_\_\_\_\_

**Inspector Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Under Section 16(2) of the Health Protection and Promotion Act, every person intending to serve food to the public at a special event is required to inform the Health Unit of the event. The completion of the Special Events Food Vendor Form is mandatory to satisfy this requirement. Your cooperation is appreciated.***

The Renfrew County and District Health Unit is mandated to inspect all events that prepare and serve food to the public. However, amendments to the Food Premises Regulation 562/90 has resulted in significant changes to the way public health units address food safety issues at special events. Now, it is possible to serve food to the public at special events that are operated by a religious organization, fraternal organization, or a service club without having to meet the requirements set out in the Food Premise Regulation 562/90. However, if you are one of the exempt organizations (see definitions below) and your event is deemed exempt, you must meet the following two criteria.

1) The event organizer must post the following sign in a conspicuous place stating:

**NOTICE TO PATRONS**  
**THIS EVENT HAS NOT BEEN INSPECTED BY PUBLIC HEALTH IN ACCORDANCE WITH THE FOOD PREMISES REGULATION MADE UNDER THE HEALTH PROTECTION AND PROMOTION ACT**

2) The event organizer must also keep a list of all persons who donate hazardous food for the special event meal and must provide a copy of that list to a public health inspector on request. The list must contain each donor's name, address, telephone number, and the food that was donated.

The special event organization may not wish to be deemed an exempt special event and therefore, must comply with the Food Premise Regulation 562/90.

By definition, an exempt special event is a food service event or occurrence that is open to the public and held by religious organizations, service clubs, or fraternal organizations and that is considered to be outside the normal scope of the organization's regular activities.

**Definitions:**

A **religious organization** is defined in the Income Tax Act as an organization, other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidenced by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being.

A **fraternal organization** can be defined as any organized body of men (or of women, or both) who are banded together, not for pecuniary profit, but for mutual assistance, and to promote moral, intellectual or social benefits among the members. Examples of fraternal organizations include but not limited to Knights of Columbus, Masonic Lodge, Moose Lodge, Sisterhoods and Brotherhoods, etc.

A **service club** is defined in Webster's Dictionary as any of several organizations dedicated to the growth and general welfare of its members and the community. Examples of service clubs include but are not limited to Lions Club, Rotary Club, Optimists, Royal Canadian Legion, Boy Scouts, Girl Guides, Community Sports Association (i.e. hockey, baseball), etc.

**Hazardous Foods** as defined in the *Food Retail and Food Services Code* means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish (edible mollusca and crustacean), or any other ingredients, in a form capable of supporting growth of infectious and/or toxigenic microorganisms. This does not include foods which have a pH level of 4.6 or below and foods which have a water activity of 0.85 or less.

**Renfrew County and District Health Unit**  
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