

Special Events Organizer Package



March 2018



ORGANIZER INFORMATION

To assist you in organizing a safe event, the following **minimum requirements** have been provided to reduce the possibility of foodborne illness. Please ensure that the **Special Event Organizer Application** form is completed and forwarded to the local Government Service Centre (GSC) office. A Public Health Inspector/Environmental Health Officer (EHO) will review this information and contact you.

All persons involved in the preparation and selling or offering of food and/or beverages to the public are strongly encouraged to attend food handler training. An EHO can provide examples of acceptable in-class or on-line courses. As an event organizer, it is recommended that you encourage food handler training for all food vendors participating in your event.

ORGANIZER RESPONSIBILITIES

Complete and return the **Special Event Organizer Application** to your local GSC **thirty (30) days** prior to the proposed Special Event or Trade Show.

Provide each food and/or beverage vendor with a copy of the Special Event **Temporary Food Establishment Application** (all pages following Organizer Application in this document).

Notify your local GSC of any changes or additions to the original application **fourteen (14) days** prior to the date of the event.

Provide a list of all the temporary food establishments to your local GSC at least **fourteen (14) days** prior to the date of the event.

It is recommended that the organizer distributes, collects and returns all completed Special Event **Temporary Food Establishment Application** from the vendors and provides them to the EHO who is responsible for the inspection of the Special Event.

Notify all operators of temporary food establishments at a special event that they must be set up no less than **one (1) hour** before the special event is scheduled to start.

Ensure all vendors have access to the basic services of power, potable water and liquid/solid waste collection and removal.

Provide toilet facilities and/or outdoor privies in sufficient numbers as listed on the next page, and maintain these in a clean and sanitary manner. Provide hand washing facilities or hand sanitizer fixtures and supplies at or near the toilet facilities and/or outdoor privies.

Arrange for fully enclosed wastewater holding tanks and proper disposal of liquid waste if sanitary sewers are not available.

Arrange for proper solid waste collection and removal.

Provide signage indicating locations of toilets and hand wash stations/hand sanitizer fixtures.

Provide your local GSC with a site map indicating food vendor locations, source of water, garbage/wastewater disposal sites and toilet facilities and/or outdoor privies.

Notify your local GSC if there are any personal services booths, or if you are providing petting zoos or animal events.

The following are the recommended minimum numbers of toilet facilities and hand washing stations/hand sanitizer fixtures for an event that will last longer than 3 hours and where food and beverages are available. If an event is to be for less than 3 hours, then the number of toilets can be reduced by 25%.

Outdoor Privy or Toilet and Hand Washing Station/Hand Sanitizer Fixtures Requirements (for events >3 hours)

| Attendance | Toilets | Hand Washing Stations/Sanitizer Fixtures |
|--|---|---|
| 1 - 50 | 2 | 2 |
| 51 - 100 | 4 | 2 |
| 101 - 200 | 6 | 2 |
| 201 - 300 | 8 | 2 |
| 301 - 400 | 10 | 3 |
| 401 - 500 | 12 | 3 |
| 501 - 600 | 14 | 3 |
| 601 - 700 | 16 | 3 |
| 701 - 800 | 18 | 3 |
| 801 - 900 | 20 | 4 |
| 901 - 1000 | 22 | 4 |
| More than 1000 | One additional toilet for every 100 for a function lasting > three hours, or, one additional toilet for every 200 for a function lasting < 3 hours. | <i>Note: A minimum of two (2) hand washing basins are required. One additional hand washing station is required for every ten (10) toilets.</i> |
| NOTE 1: The number of toilets includes both permanent and temporary/portable toilets. | | |
| NOTE 2: A minimum of one handicap-equipped toilet and hand-wash facility must be provided, with at least one additional handicap-equipped toilet for every 10 regular toilets required. | | |
| NOTE 3: After the minimum of two hand washing stations are provided, one additional handicap positioned hand wash station is required for every 10 toilets. | | |
| NOTE 4: A garbage receptacle must be placed next to each hand wash station. | | |

For the purposes of this table, unless the actual proportion of each sex attending the event can reasonably be anticipated, it shall be considered that attendance will be equally divided between the sexes.



**Environmental Health
Special Event Organizer Application**

| | | | |
|--|--|------------------------|-------------------------|
| Event | Name of Special Event | | |
| | Event Address / Location | | |
| | Date(s) of Event (dd/mm/yyyy) | Time(s) of Event | Expected Attendance/Day |
| Applicant Information | Name of Organization | | |
| | Mailing Address | | |
| | City/Municipality | | Postal Code |
| | Name of Event Organizer | | |
| | Phone (landline) () | Phone (cell) () | Email |
| Services | # of Permanent Toilets | # of Temporary Toilets | # of Hand Washing Sinks |
| | Liquid Waste <input type="checkbox"/> Municipal Sewage <input type="checkbox"/> Holding Tank <input type="checkbox"/> Other: _____ | | |
| | Solid Waste <input type="checkbox"/> Municipal <input type="checkbox"/> Private Collection <input type="checkbox"/> Other: _____ | | |
| | Water Services <input type="checkbox"/> Municipal Water <input type="checkbox"/> Holding Tank <input type="checkbox"/> Other: _____ | | |
| Other Booths (not food or beverage) | Business Name | Contact Name | Telephone Number |
| | | | () |
| | | | () |
| | | | () |
| | | | () |
| | | | () |
| | | | () |

**Environmental Health
Special Event Organizer Application**

| | |
|--------------------|---|
| Site Layout | Please include a site map drawing in the space below, outlining the layout of the temporary establishments at the special event; or attach a site map . |
|--------------------|---|

| | | | |
|--|----------------------|---------------------|-------------------------|
| Food & Beverage Preparation | Business Name | Contact Name | Telephone Number |
| | | | () |
| | | | () |
| | | | () |
| | | | () |
| | | | () |
| | | | () |
| | | | () |

Each temporary food establishment must complete the 'Temporary Food Establishment Application' and be approved by Service NL: Environmental Health.

I certify the information given is correct and true to the best of my knowledge.

Signature: _____

Date: _____

For Office Use Only

Reviewed By: _____

Date: _____

Inspection Required: Y / N

Inspector(s) Assigned:



**Environmental Health
Temporary Food Establishment Application**

| | | | | |
|---|---|--|---------------------------------|---------------|
| Applicant/Vendor Information | Name of Person in Charge of Vendor's Booth | | | |
| | Date(s) that Booth will Operate | | Time(s) that Booth will Operate | |
| | Mailing Address | | | |
| | City/Municipality | | Province | Postal Code |
| | Phone (landline) () | Phone (Cell) () | Email | Fax () |
| | Associated Licensed Food Premises (if applicable) | | | |
| | Address | | Postal Code | |
| | Phone () | Email | | Fax () |
| | Event | Name of Event | | |
| Date (dd/mm/yyyy) | | From | To | Opening Times |
| Location Site | | | | |
| Coordinator/Organizer | | | | |
| Phone () | | Email | | Fax () |
| Food & Beverage Items | List Food and Beverage Items for Sale/Sample | Provide Source of Foods Used in Menu Items | | |
| | | | | |
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| | | | | |
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| | | | | |
| | | | | |
| Food sanitation and hygiene training Check here if none _____ | | Course Name: Expiry Date: | | |

Environmental Health
Temporary Food Establishment Application

| | | |
|-------------------|---|--|
| Booth | Type | Booth ID Number (if applicable) |
| | Floor (e.g., pallet, plywood) | Roof (e.g., tent, plywood) |
| | Handwash (Piped or Water Reservoir) Handwash Sink Present at the Booth (Y/N) | Soap/Hand Drying Covered Refuse Container (Y/N) |
| | Wastewater Drained to (Sewer or Waste Tank) | |
| Structure | Event will be held: <input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Enclosed Tent <input type="checkbox"/> Covered Booth <input type="checkbox"/> Other _____ <input type="checkbox"/> Covered Tent <input type="checkbox"/> Open-top Booth | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |
| | Describe the surface types/materials within the structure used during outdoor events. Floors: _____ Walls: _____ Counters: _____ | |
| Equipment | Cooking (List Equipment Used) | Hot Holding |
| | Refrigeration (type) | Transport (Hot and Cold Holding) |
| | Thermometer Present (Y/N) | Thermometer (Metal Stem) Present (Y/N) |
| | Uniforms/Hair Restraints: | Other |
| Protection | Displays/Method/Sneezeguard | Condiments Covered (Y/N) |
| | Single Service Utensils (Y/N) | Straws (Wrapped or Dispenser) |
| Sinks | Handwashing <i>*All handwashing facilities must have warm water, liquid soap and paper towels (see attached diagram).</i> <input type="checkbox"/> Temporary Sink <input type="checkbox"/> Plumbed Sink <input type="checkbox"/> Other _____ | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |
| | Dishwashing <input type="checkbox"/> 2 sinks <input type="checkbox"/> 3 sinks <input type="checkbox"/> N/A | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |



**Environmental Health
Temporary Food Establishment Application**

Please use this next space to draw a diagram of the booth layout including all equipment for the event (cooking, dishwashing, handwashing, storage, etc.) Photographs may also be submitted.

| | | | |
|-------------------------------------|--|----------|-------------|
| Location of Food Preparation | If any foods will be prepared off site, please fill out the information in this box. If all foods will be prepared in the temporary concession, skip this box and move to the next box. | | |
| | Licenced or Permitted Food Establishment | | |
| | Name of Food Establishment: _____ | | |
| | Address of Food Establishment: _____ | | |
| | City/Municipality | Province | Postal Code |
| Comments | Any additional Info | | |

Environmental Health
Temporary Food Establishment Application

| | | | |
|----------------------------|---|--|--|
| Services | Solid Waste Disposal <input type="checkbox"/> Garbage Containers <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |
| | Liquid Waste Disposal <input type="checkbox"/> Municipal sewer (direct connection) (city/town) _____ <input type="checkbox"/> Holding tank <input type="checkbox"/> Other _____ Disposal location _____ | | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |
| | Water Source & Equipment <i>*All water containers & equipment (including water lines) must be food grade.</i> <input type="checkbox"/> Municipal Water (Direct connection) City/town _____ <input type="checkbox"/> Holding tank <input type="checkbox"/> Other _____ Fill location _____ | | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |
| | Power Supply <input type="checkbox"/> Electric <input type="checkbox"/> Gas/Propane <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |
| Temperature Control | Hot Holding Equipment <input type="checkbox"/> Steam Tables <input type="checkbox"/> Stoves <input type="checkbox"/> Other _____ How many: _____ How many: _____ | | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |
| | Cold Holding Equipment <input type="checkbox"/> Refrigeration <input type="checkbox"/> Ice-chests w/ ice <input type="checkbox"/> Other _____ How many: _____ How many: _____ | | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |
| | Cooking Equipment <input type="checkbox"/> Stoves <input type="checkbox"/> BBQ <input type="checkbox"/> Other _____ How many: _____ How many: _____ | | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |
| | Transportation <input type="checkbox"/> Ice-chests <input type="checkbox"/> Reefer Truck <input type="checkbox"/> Other (hot holding cabinet) _____ How many: _____ | | <input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer |

I certify the information given is correct and true to the best of my knowledge.

Applicant Signature: _____ Date: _____

| | |
|-------------------------------|-------------|
| For Office Use Only | |
| Reviewed By: _____ | Date: _____ |
| Inspection Required: Y / N | |
| Inspector(s) Assigned: _____ | |
| Inspector(s) Signature: _____ | |

Temporary Handwashing Stations

On-site handwashing facilities are required at special events.

A temporary handwashing station may be permitted in some circumstances.

Below is a description of a temporary handwashing station required for each booth if handling unwrapped foods:

1. Potable water in a container such as a camping jug with a minimum capacity of twenty (20) litres (five (5) gallons) is required for handwashing. The water should be warm or of an ambient temperature.
2. A container, such as a 20 litre (5 gallon) bucket, to catch the wastewater from handwashing. The capacity of the wastewater container must be of equal or greater capacity to the potable water container.
3. Single-use disposable paper towels and liquid soap in a dispenser.

Handwashing

Wash hands with soap in a stream of running water from the tap/spigot of the potable water container for about 20 seconds. Do not wash hands in water that has been collected in the wastewater container. Hands should be dried using a disposable paper towel.



Wastewater must be collected until it can be disposed of in a toilet or sink connected to a sanitary sewer. Wastewater must not be dumped into the storm sewer.

MOUNT PEARL
Motor Registration Building
Telephone: (709) 729-6362
Facsimile: (709) 729-3032

HARBOUR GRACE
7-9 Roddick Crescent
Telephone: (709) 945-3107
Facsimile: (709) 945-3114

CLARENVILLE
8 Myer's Avenue
Telephone: (709) 466-4060
Facsimile: (709) 466-4070

GANDER
Fraser Mall
Telephone: (709) 256-1420
Facsimile: (709) 256-1438

GRAND FALLS-WINDSOR
9 Queensway
Telephone: (709) 292-4206
Facsimile: (709) 292-4528

GRAND BANK
Buffett Building
Telephone: (709) 832-1672
Facsimile: (709) 832-1792

CORNER BROOK
Sir Richard Squires Building
Telephone: (709) 637-2204
Facsimile: (709) 637-2905

STEPHENVILLE
35 Alabama Drive
Telephone: (709) 643-8650
Facsimile: (709) 643-8654

ST. ANTHONY
Viking Mall
Telephone: (709) 454-8833
Facsimile: (709) 454-3206

HAPPY VALLEY-GOOSE BAY
13 Churchill Street
Telephone: (709) 896-5428
Facsimile: (709) 896-4340

LABRADOR CITY
Bruno Plaza, Humphrey Road
Telephone: (709) 944-5282
Facsimile: (709) 944-5630



Approval Inspection Checklist for Special Events

Temporary food establishments must be ready for approval inspection one (1) hour prior to the beginning of the event.

- All foods must be prepared in an approved facility using ingredients from an approved source.
- All foods must be protected from contamination during preparation, processing, storage, display and transportation.
- Foods and utensils must be stored in a sanitary location, off the ground, and separate from all chemicals and staff personal items.
- All potentially hazardous foods must be held and transported at temperatures below 4°C (40°F) or above 60°C (140°F) and in a manner that prevents contamination.
- A suitable thermometer that is capable of measuring temperatures between 0°C (32°F) and 100°C (212°F) must be used to monitor the temperatures of potentially hazardous foods.
- All temporary food establishments handling unwrapped foods require a suitable handwashing station.
- Handwashing stations must be easily accessible and provided with liquid soap and single use towels in proper dispensers.
- Hot and cold water must be functioning at all utensil washing sinks and handwashing stations.
- Water supplied to concessions must be potable and all water lines must be of potable water grade material. All lines must be sanitized with an approved solution prior to operation.
- An approved sanitizer and sanitizer test strips must be available on-site for utensil washing and sanitizing of surfaces. Sanitizer should be pre-mixed and readily available, like in a spray bottle.
- Approved sanitizers are:
 - 100 ppm chlorine solution (½ teaspoon household bleach per litre water)
 - 200 ppm - 400 ppm quaternary ammonium solution
 - 12.5 ppm - 25 ppm iodine
- Wastewater must be discharged directly to an approved sanitary sewer or stored in an enclosed wastewater holding tank, and then dumped into an approved sanitary sewer.
- All surfaces must be smooth, easily washable and in good repair.
- All floor surfaces must be durable, smooth, easily cleanable, waterproof and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of the local Government Service Centre.
- Adequate numbers of garbage containers must be provided for operators and customers.
- All lights must be shatterproof or provided with protective covers.
- At least one food handler, who is in charge, should have successfully completed one safe food handling course to the satisfaction of Service NL. It is recommended that all food handlers take a basic food handler course.

For more information, please contact your nearest Government Service Centre office, and ask to speak with an Environmental Health Officer.