

## Requirements for Special Event Co-ordinators

Please read the following to ensure you are familiar with the requirements for special events in the Niagara Region. This information has been developed to help you organize your event and its food service operations in a manner that minimizes the possibility of foodborne illness. Notifying Niagara Region Public Health, while required by law, is also an important step towards a safe and enjoyable experience for everyone.

### General Information:

- All special events with food service to the public, such as, (but not limited to) community fairs, exhibitions, street festivals, charity barbeques, walk-a-thons, cook-offs and food expos must be pre-approved by Niagara Region Public Health.
- All co-ordinator and food vendor information packages are available on the Niagara Region website at [www.niagararegion.ca](http://www.niagararegion.ca) or by contacting Niagara Region Public Health at 905-688-8248, ext. 7230.
- It is very important that all special event application forms are received within the required time frames to allow for a public health inspector to review the forms, provide direction and answer questions from the coordinators or vendors.
- It is the responsibility of the co-ordinator to notify the local municipal clerk's office of the event and to ensure compliance with all applicable departments or agencies (Fire, Police, By-law and Alcohol).
- Event planning should ensure:
  - Adequate toilet and washroom facilities are provided and maintained.
  - Garbage and recycling is collected as often as necessary to maintain clean and sanitary conditions.
  - All waste and grey water is disposed of in an approved sanitary manner.

## Co-ordinator Responsibilities:

1. Complete the *Co-ordinator Application Form* and forward along with a site plan to Niagara Region Public Health. The application form should be received not less than **1 month prior** to the event. A public health inspector will contact you to review the information and answer any questions you have.
2. The site plan should indicate:
  - a. Location of all food vendors. A food vendor is any person who offers for sale, prepares, handles or samples food.
  - b. Services for hydro, water and waste water disposal.
  - c. Location of washrooms/portables, including hand washing stations.
  - d. Location of a refrigerated vehicle if one is to be provided for vendors.
3. Provide each food vendor with a copy of the *Special Events Food Vendors Requirements and Application Form* information package. It is recommended that you create your own deadline for vendor's applications to be returned to you.
4. Collect all completed vendor applications and forward them to Niagara Region Public Health not less than **2 weeks prior** to the event. A public health inspector will contact all food vendors to review set-up, menu and answer questions.
5. A public health inspector may be onsite during the event to conduct an inspection of the event set-up and food vendors' booths.

## CONTACT INFORMATION:

**Niagara Region Public Health  
Environmental Health Division**  
2201 St. David's Road, Campbell East  
Thorold, ON L2T 4T7  
Mailing Address: P.O. Box 1052, Station Main  
Thorold, ON L2V 0A2  
Tel: 905-688-8248, ext. 7230 or 1-888-505-6074  
Fax: 905-641-4994



**C) Water Source (please print):**

Municipal water supply or  Private water supply

Describe private water supply and treatment system: \_\_\_\_\_

\_\_\_\_\_

Describe how water will be supplied to the vendors: \_\_\_\_\_

\_\_\_\_\_

**D) Site Services (please print):**

Existing Washrooms or  Portables Provided

Describe hydro services provided to vendors: \_\_\_\_\_

\_\_\_\_\_

Describe method for waste water collection and disposal: \_\_\_\_\_

\_\_\_\_\_

**\*PLEASE PROVIDE SITE PLAN OF EVENT WITH APPLICATION**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application form can be mail or faxed to:

**Niagara Region Public Health  
Environmental Health Division**  
2201 St. David's Road, Campbell East  
Thorold, ON L2V-0A2  
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