



SPECIAL EVENTS Organizer Requirements



Special Event Organizer Requirements

Common Special Events include but aren't limited to: fairs, festivals, concerts and charity events. Since these events typically involve large gatherings, it is essential to consider potential concerns and prepare plans for them. For example, severe weather events can lead to logistical and medical emergencies requiring the assistance of community partners. Considering this, it is crucial for the Event Organizer to work with the appropriate City or Municipal staff *in addition to* Peterborough Public Health.

Proactive consultation with other community partners, including police, fire services, and emergency medical service providers, is strongly advised (and may be required).

Peterborough Public Health (PPH) requires the organizers of local special events to complete the following steps:

1. Special Event Organizer Application:

Complete the Special Event Organizer Application, the vendor list, and the site plan.

2. Special Event Food Vendor Applications:

Distribute the **Special Event Food Vendor Application** to each food vendor you plan to have at your event. Ensure that food vendors return their completed forms to the Event Organizer by a pre-determined date.

3. Personal Service Setting Vendor Applications:

These vendors are rare. However, if applicable, distribute the **Personal Service Setting Application** to each vendor that plans to offer barbering, tattooing, piercings, manicures, pedicures, or other similar services. Ensure that Personal Service Setting vendors return their completed forms to the Event Organizer by a pre-determined date.

4. Submit Special Event Application Package:

Submit your **Special Event Organizer Application**, all **Special Event Food Vendor Applications** and all **Personal Service Setting Vendor Applications** to PPH **at least three (3) weeks before the event**. This package can be emailed to info@peterboroughpublichealth.ca

Please note: PPH will no longer accept separate applications from individual vendors. The Event Organizer must submit the following forms as one package:

- the **Special Event Organizer Application**,
- the **Special Event Food Vendor Application** for each food vendor set to attend, and, if applicable
- the **Special Event Personal Service Setting Application** for each personal service vendor.

Special Event Application Packages are reviewed by the Public Health Inspector (PHI) with area oversight. Based on a review and risk assessment, site inspection(s) *may* be required and may take place at any time during the event.

If you have any questions, please don't hesitate to call PPH at (705) 743-1000 to be connected with the appropriate PHI.

Water

If the special event location is served by a well, the water must be tested by the operator and proven to be potable (safe to drink) prior to the event. A satisfactory water sample test result must be submitted to the health unit **two (2) weeks before the event**.

Hoses used for potable water distribution must be NSF/ANSI Standard 61 or equivalent. **All water lines and distribution hoses must be disinfected and flushed before use.**

Remember that hot weather will result in greater potable water demands.

Sanitary Facilities

Adequate toilets and handwashing stations are the event organizers responsibility and should be based on the anticipated peak daily attendance. All handwashing stations must have warm running water, soap, and paper towels. Place handwashing stations in locations that are easily accessible and use signage to make their locations clear. Handwashing reminder posters should be placed near sanitary facilities and outside of petting zoos.

The event organizer must ensure that cleaning and garbage removal at these stations is completed regularly throughout the day.

Expected Daily Attendance	Number of Toilets Recommended
Under 200	2
200-400	4
400-600	6
600-800	8
800-1000	10
1000-2000	16
2000-3000	23
3000-4000	30
4000-5000	36
>5000	One (1) <i>additional</i> toilet facility for every 150 people anticipated beyond 5000
The number of recommended toilets can be reduced by 25% for events shorter than 5 hours. Events lasting longer than 8 hours may require additional toilet facilities.	
<i>Instant hand sanitizer is acceptable for handwashing at portable toilet stations.</i>	

Waste Removal

Please ensure adequate garbage bins are placed throughout the event in high-traffic areas, spectator stands/seating areas, toilet/handwashing areas, food booths, etc. Plastic bags inside bins should be used, and frequent removal is important to prevent overflowing. A large commercial disposal bin should be available at large events, emptied as needed, and, at a minimum, once per day.

Regarding liquid waste, all portable toilets, handwashing stations, and food vendors must dispose of liquids in an approved manner, not emptied onto the ground or into storm sewers.