



SPECIAL EVENTS Coordinator's Requirements



Special Event Coordinator's Requirements

As the coordinator of a special event (fair, festival, charity BBQ, or other event) in Peterborough City or County, it is your responsibility to ensure the following are completed:

- 1. Special Event Coordinator Application:**
Complete and submit your application, vendor list and site plan **at least four (4) weeks prior to the event.**
- 2. Special Event Food Vendor Applications:**
Distribute event applications to each food vendor. Ensure vendors complete and submit their applications to the Health Unit and to the coordinator **at least two (2) weeks prior to the event.** Include a recent inspection report of the food concession or an inspection report for the premise where the food is prepared (if prepared off-site).

It is required that each food vendor have at least one Certified Food Handler on-site at all times during operation as well as a copy of the certificate. This is according to the Mandatory Certified Food Handler By-Law for both Peterborough County and City. Training is available through local health units.

Water

If the special event location has a well water source intended to supply vendors with water for the event the water must be tested. A satisfactory water sample test result must be submitted to the health unit **two (2) weeks prior to the event.**

Hoses used for distribution of potable water must be NSF/ANSI Standard 61 or equivalent – typically white in colour and meet food-grade requirements. All water lines and distribution hoses must be disinfected and flushed prior to use.

Keep in mind that hot weather will result in a greater need for potable water and potable ice for food vendors.

Sanitary Facilities

Adequate toilets and handwashing stations are the responsibility of the event coordinator and should be based on anticipated peak daily attendance. All handwashing stations must have warm running water, soap, and paper towels.

Keep in mind strategic locations that are easily accessible and signage showing the location. Handwashing reminder posters should be placed at toilets and at petting zoos. It is also important to ensure cleaning and garbage removal is completed regularly throughout the day.

Expected Daily Attendance	Number of Toilets Required
Under 100	2
100-200	3
201-400	4
401-600	6
601-1000	10
1001-2000	20
For male facilities, urinals may be substituted for 25% of the total number of toilets where permanent facilities are available	
Instant hand sanitizer is acceptable for handwashing for portable toilet stations only	

Waste Removal

Please ensure adequate garbage bins are placed in appropriate locations around the event: 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. A large commercial disposal bin should be available at large events and emptied as needed and at a minimum once per day.

Regarding liquid waste, please ensure all portable toilets, handwashing stations, and food vendors dispose of liquids in an approved manner and are NEVER emptied onto the ground or into storm sewers.

Additional Consideration

Special events often involve large numbers of people and sometimes non-local people who are unfamiliar with the area. It is important to contemplate potential incidents that may occur and to prepare plans for these incidents, for example, medical emergencies or severe weather events (including high heat). It is advised to work with fire, police, public health, and emergency management coordinators to be prepared for possible emergencies.

All Special Event Applications will be reviewed with individual operators upon receipt. A Public Health Inspector may conduct a site inspection at any time during the event.

Coordinator's Application for Special Events

Email, fax, or mail to Peterborough Public Health at least 2 weeks prior to the special event.



Special Event Organizer:			
Contact Name:		Phone:	
Address:		Cell:	
City/Town:		Fax:	
Postal Code:		Email:	
Name of Event:			
Location of Event:			
Type of Location:	<input type="checkbox"/> Public Park <input type="checkbox"/> Street <input type="checkbox"/> Commercial Property <input type="checkbox"/> Private Property		
Number of Food Vendors:		Expected Daily Attendance:	
Date(s) of Event: DD/MM/YYYY			
Daily Operating Hours:			
Electricity Available to Vendors:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Potable Water Available to Vendors:	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Well Water <input type="checkbox"/> Municipal <input type="checkbox"/> Commercial (Hauled)
	Source (if Commercial):		
	Date Water Sample To Be Submitted (if Well Water):		
	Method of Distribution to Vendors:		
	Potable Ice Supplied:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Sanitary Facilities:	Number of Permanent (Existing) Toilets with Handwashing Facilities:		
	Number of Portable Toilets:		
	Number of Portable Handwashing Stations:		
Petting Zoo:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Handwashing at Petting Zoo:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Garbage Bins Available:		Frequency of Garbage Pick-Up:	

Food Vendor Registration List



Name of Vendor	Mailing Address	Phone & E-Mail

Date

Coordinator's Signature

Site Plan



Please Include:

- | | |
|---|---|
| <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Electrical Sources |
| <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Water Sources |
| <input type="checkbox"/> Washroom Facilities | <input type="checkbox"/> Wastewater Disposal |
| <input type="checkbox"/> Handwashing Stations | <input type="checkbox"/> Garbage Disposal Sites |

For larger special events a separate drawing can be included with application.

Additional information may be added such as location of existing buildings, location of private sewage systems, topographical characteristics (such as roads, ponds, streams etc.) and any other details that are necessary to properly access the site.

For more information on food safety, please contact:
Peterborough Public Health
Jackson Square, **185 King Street**, Peterborough, ON K9J 2R8
P: **705-743-1000** or 1-877-743-0101 | F: 705-743-1203
peterboroughpublichealth.ca