



# University of Waterloo

## Special Event Food Vendor Application

Please complete and submit this form at least **30 days prior to the event** to Region of Waterloo Public Health, EHLR, 99 Regina Street South, Waterloo, ON N2J 4V3. Phone: (519) 883-2008 Fax: (519) 883-2226

Event Name: \_\_\_\_\_  
 Event Location: \_\_\_\_\_  
 Building/Facility: \_\_\_\_\_ Room #: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_ Expected Attendance: \_\_\_\_\_  
 Annual Event :  Yes  No

**Type of Food Premise at Event:**

Preparation/Serving Kitchen  Temporary Booth  
 Mobile Catering Truck or Cart  Other \_\_\_\_\_

Organization involved in Event: \_\_\_\_\_  
 Booth Name: \_\_\_\_\_  
 Contact Person/Food Coordinator: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: (Cell) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Return Fax Number: \_\_\_\_\_ (where information will be sent back to you)

**Food Preparation – Provide information on establishment where food is being prepared:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Preparation: \_\_\_\_\_ Time of Preparation: \_\_\_\_\_

**\* All food is to be prepared in a kitchen approved by Region of Waterloo Public Health. No home food preparation is allowed.**

<b>Food Menu</b> - List ALL food to be prepared or served (if more space is needed, please attach separate list)	<b>Source of Food</b> – Name and location of grocer, caterer, restaurant
1.	1.
2.	2.
3.	3.
4.	4.

**\* All food must be protected from contamination from customers, dust and insects (eg. covered, off ground).**

**How will food be transported to event:**

Refrigerated truck  Thermal unit (eg. Cambro units)  
 Coolers with ice  Insulated container/bag  
 Other \_\_\_\_\_

**How will temperature be maintained on site:**

- Refrigerated truck
- Thermal unit (eg. Cambro units)
- Chafing dish
- Coolers with ice
- Insulated container/bag
- Other \_\_\_\_\_

**\* A Probe Thermometer must be available on site to ensure proper internal food temperatures.**

**Describe your hand washing Station:**

- Portable hand wash station
- Container with turn spout/push button
- Other \_\_\_\_\_

**\* Liquid hand soap in a dispenser and paper towels must be available for use at each station.**

What sanitizer will be used (eg. chlorine bleach)?: \_\_\_\_\_

I have read and understood the ROWPH "Requirements for Food Vendors at Special Events". Failure to meet minimum requirements may result in denial of application or closure of booth.

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

\_\_\_\_\_  
Signature of Applicant

(The Health Protection and Promotion Act 1990, Chapter H.7 as amended provides a fine of not more than \$5,000.00 if convicted of contravening provisions of Revised Regulations of Ontario, 1990 Regulation 562 amended to Ontario Regulation 173/05 entitled "Food Premises").

**Office Use Only:**

Date Received: \_\_\_\_\_ PHIMA: \_\_\_\_\_

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

Date of Approval: \_\_\_\_\_ Signature of PHI: \_\_\_\_\_