

**Event Organizer and Food Vendor**  
**Applicant Reference Guide to Special Event Policy**

Food vendors must ensure the following:

*Food cannot be prepared or stored in residential homes.*

1. An application must be submitted to the Regional Medical Officer of Health along with a floor plan of the concession stand/operation detailing location of hand sinks, clean up sinks, refrigerated units, hot holding units, source of potable water and ice, method of holding and disposing of grey water must be submitted to the Department of Health at least 30 days prior to the event.
2. Food is to be obtained from “approved” sources and comply with applicable federal or provincial standards. Only food which is clean, wholesome and free from adulteration shall be sold or offered for sale. Foods for the event cannot be prepared or stored in residential homes.
3. A certificate of approval to operate will be granted by the Department of Health this certificate must be on display during operating hours.
4. Ice must be from an approved source and must be dispensed in such a manner as to minimize handling. Ice used for consumption in drinks must be stored to protect it from contamination.
5. Eating utensils and beverage receptacles are restricted to single-service articles.
6. Wet storage (ex. Storing in a cooler) of packaged food and beverages is prohibited, except that wet storage of pressurized containers of beverages may be permitted when:
  - a) the water contains at least 50 mg/l (50 ppm) of available chlorine; and
  - b) the iced water is changed frequently enough to keep both the water and container clean.
7. Condiments shall be stored and dispensed in a sanitary manner such as in pump containers, single service packages or a method approved by the Department of Health
8. Flies, other insects and rodents are to be effectively controlled.
9. Hand washing stations must conveniently be located for each food vendor, with hot and cold running water, liquid soap and single service towels; or some other pre-approved method by our department. Hand sanitizer is required for each vendor.

10. Food contact surfaces and equipment must be kept clean and sanitized and sanitizer solution must be available in spray bottle. For a product to be considered as an approved sanitizer by the Department of Health, it must contain:

- Chlorine (100ppm), or
- Quaternary Ammonium compound (200ppm), or
- Iodophor (25ppm)

Appropriate test strips to verify sanitizer strength are required.

11. Food-contact surfaces such as grills, stoves and worktables are to be protected from contamination by consumers, dust and any other contaminating factors.

12. Every operator, or employee, of a temporary food establishment who handles or comes in contact with food during its preparation and serving shall,

- a. be clean;
- b. wear clean outer garments;
- c. Free from communicable diseases;
- d. Be free of infected cuts, abrasions or skin conditions that may contaminate food; as precaution must wear gloves.
- e. Avoid all unnecessary contact with food during its preparation and serving; and
- f. Refrain from smoking or using tobacco while actually engaged in food preparation or service.

13. All vendors must comply with any other requirement deemed necessary by the Department of Health to reduce the risk to the public.