

Special Event Food Vendor Application Form

Please complete and return to your Event Organizer.
If you require assistance completing this form, please contact KFL&A Public Health at 613-549-1232.

If you do not have an Event Organizer, the completed form can be submitted to KFL&A Public Health by email: enviro.health@kflaph.ca, or delivered to 221 Portsmouth Ave, Kingston, Ontario, K7M 1V5.

Please note: A separate Vendor Application Form must be completed and submitted for each event you participate in and regardless of attendance at multiple special events in one year.

Special Event Requirements for Food Vendors

1. All food vendors **must** submit a completed Special Event Vendor Application Form **at least 14 days prior** to the event.
2. Vendors must comply with the **Special Event Vendor Information Package** and with applicable sections of the *O. Reg. 493/17 : Food Premises*
3. All food served at the event must be obtained from an approved and inspected source and prepared in an approved and inspected kitchen.
4. Food vendors and food trucks **must** attach a copy of the kitchen's most recent public health inspection report (must be within the last 12 months).
5. If the food vendor or truck uses or rents a kitchen space to prepare food, the vendor **must** attach a letter from the owner of the kitchen space confirming that the food is prepared at that location. A copy of the kitchen's most recent public health inspection report shall be included.
6. A Public Health Inspector will contact you to discuss and inspect your set up prior to the event, and at that time a **Temporary Vendor Permit** will be issued. If an inspection can not be done prior to the event, a **Temporary Vendor Permit** may be given on the day of the event. **A vendor can not operate until they have received their permit.**

Vendor information

Name of business:

Name of booth
manager or vendor:

Address:

Phone number:

Email address:

Will the organizer be available on site? Yes No

If not, provide the details of
the representative on-site:

Have you been inspected by a Public Health
Inspector at a Public Health Unit previously?

Yes No

If yes:

Name of Public
Health Unit:
Most recent
inspection date:

Attach a copy of the most recent inspection report

Will at least one food handler at the event
have their safe food handler certification?

Yes No

If yes, attach a copy of their food safety certificate.

If no, please explain:

Event information

Name of event:

Date:

Time:

Address:

Municipality or Township (e.g., Kingston,
Napane, South Frontenac, etc.)

Food information

Menu: List all foods and beverages available at your booth, including any samples. Beside each item, check where the food will be prepared and if you will be offering samples.

Prepared during event (on-site): Includes chopping, mixing, assembling, cooking and reheating in the food booth.

Prepared prior to event (off-site): Includes chopping, mixing, assembling, cooking and reheating food at an inspected kitchen before the event.

Purchased pre-packaged: Food items you purchased already packaged and require no food handling prior to selling.

Samples Provided: Serving at no charge, bite-sized portions for promotion only.

| Food or beverage item | Prepared during event (on-site) | Prepared prior to event (off-site) | Purchased pre-packaged | Samples provided |
|-----------------------|---------------------------------|------------------------------------|------------------------|------------------|
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If preparing foods off-site:

Name of business:

Address:

Supplier(s) of food or raw ingredients:

Handwashing

What type of handwashing station will be provided in the food handling or food preparation area?

Note: These cannot be washroom sinks

Fixed sink

Portable sink or temporary
handwash station

None

If none, please explain:

Will you have a supply of liquid soap and paper towels in a dispenser for handwashing sink(s)?

Yes

No

If no, please explain:

Cleaning and sanitizing

What type of sanitizer will be used for sanitizing utensils and food contact surfaces?

Bleach

Quaternary Ammonium

Other

None

If other, please specify:

If none, please explain:

Food handling and dishwashing equipment

Type of utensils for public use:

Disposable

Multi-use (washable)

Utensils will be cleaned using a:

Dishwasher

Two compartment sink

Three compartment sink (multi-service utensils)

Other

If other, please explain:

If you are preparing food during the event, you require a two compartment or three compartment sink with hot and cold running water under pressure for dishwashing, in addition to the hand sink.

Do you meet this requirement?

Yes

No

If no, please explain:

Food storage and transportation

How will food, prepared prior to the start of the event, be transported to the event?

- | | |
|--------------------------------|--|
| Refrigerator (4°C or lower) | Insulated cooler with ice (4°C or lower) |
| Chest freezer (frozen state) | Cambro unit (60°C or higher) |
| Insulated box (60°C or higher) | Other |

If other, please specify:

Cold holding

How do you intend to keep food properly cold?

- | | |
|------------------------------|--|
| Refrigerator (4°C or lower) | Insulated cooler with ice (4°C or lower) |
| Chest freezer (frozen state) | Other |

If other, please specify:

If participating in an event spanning multiple days, how will food be kept cold over the entire duration of the event and where will it be stored?

- | | |
|------------------------------|--|
| Refrigerator (4°C or lower) | Insulated cooler with ice (4°C or lower) |
| Chest freezer (frozen state) | Other |

If other, please specify:

Storage location:

Hot holding

How do you intend to keep food properly hot?

- | | |
|---------------------------------|----------------------------|
| Steam table (60°C or higher) | BBQ/Grill (60°C or higher) |
| Chafing dishes (60°C or higher) | Other |

If other, please specify:

Re-heating

What method(s) will be used to re-heat food to the proper temperature prior to service?

- | | |
|----------------|-----------|
| Stove top | BBQ/Grill |
| Microwave oven | Other |

If other, please specify:

Equipment layout for booth

Provide an equipment layout for your booth at the event.

The layout can be hand drawn in the space below or attached to this application.

Please note: At a minimum, temporary handwashing stations must consist of an insulated container with a spigot that provides continuous free-flowing warm water, along with a supply of liquid soap and paper towels in a dispenser. Hot water can be provided using a coffee urn, kettle or pot of boiling water. A bucket to collect the waste water must also be in place. This type of a temporary handwashing station must be set up on an elevated surface (i.e., table).



Comments

I have reviewed the **Special Event Vendor Information**, located at kflaph.ca/VendorInformation.
I understand the requirements for food vendors at Special Events in Kingston, Frontenac, Lennox & Addington.

Vendor's signature:

Date: