



# Guide to Special Food Event Permits

## Requirement Details

Applying for a Special Food Event Permit:

1. **Read the Guide so you are aware of the requirements.**
2. **Complete the “Special Food Event Permit Application”.**
3. **Submit completed form to the Timiskaming Health Unit 14 days prior to the event.**
4. **Obtain permit from the Timiskaming Health Unit and post permit in a clearly visible location during event.**
5. **Be sure to obtain approvals from any other agencies that may have concerns such as building, fire and police departments.**



Services de santé du  
**TIMISKAMING**  
Health Unit

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## GUIDE FOR SPECIAL FOOD EVENTS

The information contained in this package is to assist Special Events food vendors in providing safe food to the public.

Every person who operates a food premises shall maintain and operate the food premises in accordance with the Regulations (Ont. Reg. 562 Food Premises under the Health Protection and Promotion Act).

### Exemptions:

*2.(1)(c) This Regulation applies to all food premises except churches, service clubs and fraternal organizations that,*

- 1) Prepare and serve meals for special events for their members and personally invited guests, and*
- 2) conduct bake sales.*

If the event is not exempt under the Regulations, then a Special Food Event permit is required.

Every person who intends to commence to operate a food premises shall give notice to the Medical Officer of Health (or Public Health Inspector) of the Health Unit in which the premises will be located.

The Special Food Event Permit allows an inspector to review your menu items to ensure that:

- a) someone with knowledge of safe food preparation is in charge and that,
- b) food safety procedures are practiced.



Permits are NOT required in the following situations:

1. For a catered event where the caterer is professionally recognized and inspected by the Timiskaming Health Unit. If you do not know if a caterer is professionally recognized or not, call any of our offices.
2. For an event taking place in an inspected facility where the event is run by the owners of the facility. If you do not know if your facility is inspected, call any of our offices.
3. For a private event (members only, family-only, company events, etc.) where the general public is not invited.



Be aware, your Special Food Event may be inspected during operation and if deficiencies are identified, you will be required to take any corrective actions required by the Inspector. If corrections cannot be made and/or an immediate health hazard exists, the premises may be closed.

### **Your Responsibility**

It is the responsibility of the organization/association to have in place a person with sufficient skills and training to oversee the food preparation for the event.

This person will ensure that safe food handling procedures are in place and the conditions of the permit are enforced.

## PERSONAL HEALTH AND HYGIENE

1. It is recommended that at least one foodhandler on duty shall have taken a Food Handlers Certification Course within the last 5 years. This training is offered free of charge through the Timiskaming Health Unit.
2. Each person handling food shall have their hair confined by hats, hairnets, or other means.
3. Clean aprons shall be worn by food handlers.
4. Designate one person to handle money/tickets. That person must not handle food.
5. Designate one person to be a support worker ("Go-fer"), who does not handle food. That person will be responsible for things like emptying garbage and dirty waste water containers, refilling fuel, replenishing soap, dishwashing, and so forth.
6. Smoking in all indoor public areas and workplaces is prohibited by law (*Smoke-Free Ontario Act; S.O. 1994, Chapter 10, Section 9*).
7. Only health workers should prepare and serve food. Anyone experiencing a fever, nausea, diarrhea, vomiting or jaundice or who has open sores or infected cuts on the hands must not handle or prepare food.

### Handwashing:

8. Each food preparation area (kitchen) must have at least a sink for handwashing. There must be liquid soap from a dispenser, paper towels, hot and cold running water, and a garbage container.



Where a sink with plumbing is not available, a large container of warm water (plastic container with spigot), soap in a dispenser, a roll of paper towel, and a wastewater collection bucket may be used.

9. Hands must be thoroughly washed with soap and water whenever they become contaminated. Handwashing must occur after handling hazardous or raw food, sneezing or coughing, touching something contaminated, smoking, using the washroom or handling money. Hand sanitizing gels are not permitted as a substitute for handwashing.
10. When gloves are used, they must be changed in between tasks and hands must be washed before putting on a new pair and after taking off a dirty pair. Gloves are no substitute for handwashing. Washing gloves is not acceptable.

## FOODS AND FOOD HANDLING


1. Keep your menu simple and keep hazardous foods (eg: meat, eggs, dairy products) to a minimum.
2. Meat, poultry, dairy products and eggs must be obtained from an approved inspected source and not directly from the farm.
3. All hazardous foods must be from a health unit approved facility.



4. Use separate work tables and cutting boards for the preparation of raw foods and ready-to-eat foods to prevent cross-contamination.
5. Use utensils (eg: tongs, ladles, forks, spoons) to minimize direct contact with food.

## FOOD STORAGE AND TEMPERATURES

1. Cook all foods thoroughly. Use a probe thermometer to check the internal temperatures of food. Use an alcohol-swab to sanitize the probe between uses.

 Food Type	Minimum internal temperature
Chicken (whole)	82°C/180°F
Chicken ( <i>wings, legs, breasts, pieces</i> )	74°C/ 165°F
Any mixture containing poultry, eggs, meat and/or fish	74°C (165°F)
Pork and pork products	71°C/(160°F
Beef/Hamburger	71°C/160°F
Fish	70°C/158°F

2. Hazardous foods shall be transported, stored and maintained at the required temperatures:
  - Hot foods shall be maintained at 60°C/140°F or hotter after cooking or reheating.
  - Cold foods shall be maintained at 4°C/40°F or colder.
  - Frozen foods shall be maintained at -18°C/0°F.
3. Foods must be reheated to the original cooking temperature.
4. Thermometers must be provided in all coolers/refrigerators/freezers.

5. Foods shall be covered and in clean, food-grade containers during cooking, storage and display. Food and food preparation surfaces must be protected from contamination by means of shields, cabinets, containers. Condiment containers must have closable lids with separate dispensing utensils or be in bulk dispensing units (ie. squeeze bottles or pump). Where the event is outdoors, an umbrella or roof covering is required to protect food from contamination.
6. Keep raw meat separate from ready-to-eat foods.
7. Keep food and supplies at least 15cm/6inches off the ground.
8. Hot foods that require refrigeration must be cooled rapidly to 4°C/40°F and held at that temperature until ready to reheat and serve. To cool foods quickly, use an ice-water bath or place the foods in shallow pans (not more than 10cm/4inches deep) and refrigerate.

### Note:

**Foods which are at the improper temperature or which have been contaminated must not be served to the public. Such food found on the premises will be seized and destroyed immediately by public health inspectors.**

## FOOD UTENSILS, CLEANING AND SANITIZING

1. Single service disposable eating utensils such as plastic knives, forks, spoons, paper plates and cups should be provided to the public for use. Re-use of single service items is prohibited.
2. When disposable eating utensils are used by the customer, the utensils used by staff for preparing food can be washed, rinsed and sanitized in a 2-compartment sink. The washing and rinsing is done in/over the first and the sanitizing in the second.
3. If multi-service re-usable eating utensils are used such as stainless steel knives, forks and spoons and glass ceramics cups and plates, they must be washed, rinsed and sanitized in a 3-compartment sink or a commercial dishwasher.
4. Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be stored in a sanitizing solution between uses. To sanitize, mix 2 tsp (10ml) bleach with 1L water.

## Ice

1. Ice to cool food, cans or bottles must not be used in beverages or food preparation.
2. An unbreakable scoop should be used to dispense ice, never hands.

## Water

1. Potable (safe) water under pressure or gravity fed must be provided. The supply must be adequate for hand washing, food preparation and equipment cleaning.
2. When a sink or handwashing basin is not available, a clean container must be used (eg: plastic jug with spigot).
3. All wastewater must be drained into leak-proof containers/buckets/tanks and disposed of in a sanitary manner. Disposing dirty water into storm sewers is not permitted. Provide at least two waste water collection containers so that the empty container can be used while the full container is taken to the dumping location.


## INSECT CONTROL AND WASTE

1. Provide clean covers and/or disposable food wrap to protect food from contaminants such as dust, dirt, people, and pests.
2. Store all chemicals, including pesticides, away from food.
3. Provide garbage containers with lids outside the booth for public use and inside for food handlers. Include an uncovered container for dirty paper towels from handwashing, so clean hands are not contaminated by touching the lid.

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**For more information about food safety or to obtain your copy of Food Safety Matters: Safe food handling tips for community special events, please contact your local health unit office and speak with a Public Health Inspector.**

### EXAMPLES OF POTENTIALLY – HAZARDOUS FOODS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Roast turkey/chicken</li> <li>Meat pies</li> <li>Cream-filled or cream-based pastries/baked goods</li> <li>Shepherd's pie/hash</li> <li>Chip/veggie dips</li> <li>Salmon, tuna, trout, or any other fish</li> <li>Cooked rice</li> <li>Egg, turkey, chicken, or salmon salad</li> </ul> | <ul style="list-style-type: none"> <li>Chicken wings</li> <li>Chili</li> <li>Casseroles</li> <li>"Deli-type" cold cut trays</li> <li>Spaghetti (with meat in the sauce, or as meatballs)</li> <li>Roast beef, pork, lamb, etc....</li> <li>Potato or macaroni salad</li> <li>Omelets</li> <li>Baked potatoes (cooked and wrapped in foil the day before)</li> <li>Shrimp and shellfish</li> <li>Stews, chowders, and gumbo</li> <li>Coleslaw (or any other salad that contains mayonnaise)</li> </ul> |
|--|---|
- 
  - Cheesecake
  - Any barbecued meat
  - Soufflé
  - Guacamole

### EXAMPLES OF NON-POTENTIALLY-HAZARDOUS FOODS

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Soups (that do not contain meat)</li> <li>Corn on the cob</li> <li>Processed cheese slices</li> <li>Crackers</li> <li>Breads</li> <li>Dry rice and pasta</li> <li>Chocolate cake</li> <li>Brownies</li> <li>Squares and cookies</li> <li>Smoothies</li> <li>Jam</li> </ul> | <ul style="list-style-type: none"> <li>Salads (that do not contain mayonnaise)</li> <li>Fruits and vegetables</li> <li>Salsa</li> <li>Pancakes</li> <li>Fudge</li> <li>Pepperettes or jerky</li> <li>Fruitcake</li> <li>"Instant-type" soups</li> <li>Dry cereal</li> </ul> |
|---|---|



Complete and return this form. Office addresses and fax numbers are provided on the corner page.

## EVENT INFORMATION

Event Name:	Location (address) & Municipality:
Date(s) of Operation:	Time(s) of Operation:

Name of Temporary Food Premises at Event:	Operator Name(s) & Address:			
	Phone:			
Name of Person Responsible for Food Safety (if different from operator):	Other (Business/Cell):			
	Fax:			
<b>Type of Event:</b> Community Festival <input type="checkbox"/> Fundraiser <input type="checkbox"/> Tournament/Sports <input type="checkbox"/> Trade Show <input type="checkbox"/>	E-mail:			

<b>Vendor Set Up:</b> Temporary Food Booth/Tent <input type="checkbox"/> Hot Dog Cart <input type="checkbox"/> Mobile Trailer <input type="checkbox"/> Indoor Facility <input type="checkbox"/>	<b>Is the food booth run by one of the following groups?</b> Religious Organization <input type="checkbox"/> Service Club <input type="checkbox"/> Fraternal Organization <input type="checkbox"/> <b>Will you be claiming an exemption from the Food Premises Regulation at this event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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Where will food(s) be prepared?    ☐ On Site    ☐ Off Site

If off site:	If on site:
Name of Premise:	Number of foodhandlers expected to work at your facility/booth: _____
Type of Premise (restaurant), church kitchen, community centre, etc.):	Number of Certified foodhandlers: _____
Location (Address):	Designated “gofer”: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Phone No:	Designated Money Handler: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Name:	Address:	Phone #:
Name:	Address:	Phone #:
Name:	Address:	Phone #:
Name:	Address:	Phone #:

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<b>FOOD STORAGE/TRANSPORTATION:</b>				
How will hazardous food be transported to the event?	<input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Insulated containers with ice <input type="checkbox"/> Thermal containers <input type="checkbox"/> Other, specify: _____			
What method(s) will be used to maintain cold foods at 4°C (40°F) or colder during the event?	<input type="checkbox"/> Insulated containers with ice <input type="checkbox"/> Mechanical refrigeration <input type="checkbox"/> Not required <input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Other, specify: _____			
What method(s) will be used to reheat food prior to service?	<input type="checkbox"/> Not Required <input type="checkbox"/> Sterno/chaffing dish <input type="checkbox"/> Barbecue/grill <input type="checkbox"/> Propane stove <input type="checkbox"/> Crock pot <input type="checkbox"/> Hot plate <input type="checkbox"/> Oven <input type="checkbox"/> Steam table/unit <input type="checkbox"/> Other, specify: _____			
What method(s) will be used to maintain hot foods at 60°C/140°F or hotter during event?	<input type="checkbox"/> Not required <input type="checkbox"/> Microwave oven <input type="checkbox"/> Stove top <input type="checkbox"/> Oven <input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Deep fryer <input type="checkbox"/> Other, specify: _____			
Do you have a probe thermometer to check the internal temperatures of food during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Do you have accurate indicating thermometer to check the temperatures of refrigeration/coolers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
How will foods, including condiments, be protected from contamination during the event?	<input type="checkbox"/> Pre-packaged condiments <input type="checkbox"/> Sneeze guard/shields <input type="checkbox"/> Food grade wrap <input type="checkbox"/> Lids <input type="checkbox"/> Enclosed cabinet/container <input type="checkbox"/> Other, specify: _____			
Do you have re-supply method for ice during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>SEPARATE HANDWASHING BASIN:</b>				
Is there a separate handwashing basin with hot and cold or warm running water provided in the food handling/food preparation area? How many handwashing sinks are provided?	<input type="checkbox"/> Yes - fixed sink <input type="checkbox"/> Yes - portable sink    How many sinks provided: _____ <input type="checkbox"/> No, please explain: _____			
Do you have supply of liquid soap and paper towels provided for the handwashing sink(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, please explain: _____			
<b>UTENSIL WASHING:</b>				
What type of sink is provided for utensil washing?	<input type="checkbox"/> Two compartment sink <input type="checkbox"/> Three compartment sink <input type="checkbox"/> None, please explain: _____			
What type of sanitizer is used for sanitizing utensils?	<input type="checkbox"/> Bleach <input type="checkbox"/> Other, specify: _____			
<b>POTABLE WATER SOURCE:</b>				
<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Private Supply	<input type="checkbox"/> Commercially Bottled	<input type="checkbox"/> Hauled Municipal Water	Name & Phone # of Water Hauler: _____
<b>WASTE WATER &amp; GARBAGE DISPOSAL:</b>				
Method of Waste Water/Sewage Disposal: <input type="checkbox"/> Holding tank <input type="checkbox"/> Other, specify: _____			Number of Garbage Receptacles in Food Preparation Area: _____	
<b>NOTE</b> 1) No home prepared foods can be used, sold or given away (Exception; see under Religious Organizations, Service Clubs and Fraternal Organizations in REQUIREMENTS FOR FOOD VENDORS AT SPECIAL EVENTS)  2) All major food preparation (ie. Foods that require much handling, chopping, cutting, wrapping) must be completed in an approved kitchen facility.  3) Certain potentially hazardous foods will not be permitted for sale unless adequate mechanical refrigeration can be provided for the duration of the event. Raw poultry, raw shellfish, and raw ground meat is not permitted on site at Special Events.				
<b>* The Special Event Permit must be posted during the event *</b>				
I have received and read the Community Special Event information provided. I understand the requirements for food vendors at Special Events and have provided the information to all food handlers.				
_____		_____		_____
Print Name		Signature		Date


*This report does not purport to set forth all hazards nor to indicate that other hazards do not exist at the time services are rendered. By issuing this report, neither the Timiskaming Health Unit nor any of its employees makes any warranty, express or implied, concerning the property described in this report. Furthermore, neither the Timiskaming Health Unit nor any of its employees shall be liable in any manner for any personal injury of property damage or loss of any kind arising from or connected with this inspection or failure to inspect.*



HEALTH DEPARTMENT USE ONLY:

Application Approved:

☐ Yes ☐ No

 Subject to Requirements

[illegible]

Date:

Inspector's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Personal Information contained on this form is collected under the legal authority of section 3 of the Health Protection and Promotion Act, R.S.O., 1990, c.H.7 for the purpose of preventing, eliminating and decreasing the effects of health hazards. For information regarding collection, contact the Timiskaming Health Unit's Privacy Officer.*