

Special Events- Vendor Package

Where to Start.....

The goal of this package is to assist food vendors to properly complete the Regina Qu'Appelle Health Region approval process necessary to handle, prepare and serve food/beverages at a special event. The information in this package outlines the minimum requirements needed to reduce the possibility of foodborne illness.

Please read through this package first as it will guide you through the approval process. Failure to do so may cause delays and could impact your approval for preparing food at a special event.

If you have any questions, please feel free to contact your local public health inspector for assistance at 306-766-7755 or via email at environmentalhealth@rqhealth.ca or visit our website at <http://www.rqhealth.ca/programs-and-services/environmental-health> for more information.

The following list outlines the basic process a vendor of a special event would follow to comply with the RQHR special event requirements. The remainder of the package will provide greater details for each process and help you complete the necessary forms.

- 1- Review this package for RQHR requirements and contact a public health inspector if you have any questions.
- 2- Complete the Temporary Event Food Service Application form, if applicable complete the Permission to Use an Approved Facility form
- 3- Return completed forms to the Event Organizer in the time frame indicated. **Any forms received within 14 days of the event date may not be approved.** Be prepared to be contacted by a Public Health Inspector to discuss food safety during the event
- 4- Ensure that you have your food booth completely and properly set up and ready for operations at least **one (1) hour** before the start of the event
- 5- Be ready for a possible inspection by a RQHR Public Health Inspector prior to the event or at any time during the event.

Permission to Use a Licensed Food Establishment Form

All advanced food preparation prior to the event or any food handling occurring anywhere other than in their special event booth, **must** be done in a Licensed Public Eating Establishment. This includes preparation of samples, beverages and any food items intended to be sold or given away at the special event. This means the facility must hold a current Public Eating Establishment License. **This does NOT include a private or home kitchen.**



If the vendor is the owner/operator of a Licensed Public Eating Establishment, the vendor can do advanced preparation in their Licensed Public Eating Establishment. In this case there is no need to fill in the Permission to use Form, simply indicate you are the owner on the Temporary Event application form.

If the vendor is NOT the owner/operator of a Licensed Public Eating Establishment, they will need to get approval and access from a Licensed Public Eating Establishment in order to do any advanced preparation required. In this case you will need to fill in and submit a Permission to Use form found at the end of this document along with your completed application form.

Vendor Education

At least one food handler, who is in charge, should have successfully completed a safe food handling course. It is recommended that all food handlers take the basic food handlers course.

Information on food safety training and education opportunities can be found at <http://www.rqhealth.ca/programs-and-services/environmental-health>

Booth Layout

You are required to submit a site map of your food booth as part of the Temporary Events Application form depicting the location of all equipment, tables, food storage areas, cooking equipment locations, garbage receptacles, handwashing stations, and dishwashing/food preparation sinks. A booth layout sheet is attached to the end of this package.

Food Vendor Responsibilities

- Ensure the food booth is set-up and ready for inspection by a public health inspector no less than one (1) hour before the event is scheduled to start.
- Ensure everything required to safely handle, prepare, assemble, cook and serve food from your booth is on-site and readily available. Any missing items required for safe food handling may result in delays to licensing or denial of licensing.
- Ensure ALL foods and ingredients are obtained from an approved (licensed) source. This means foods must come from a facility with a current Public Eating Establishment License, or similar licensing agency (CFIA). Proof of source of food products may be required by public health inspector so make sure to retain all receipts.
- All food and beverages must be handled, prepared, assembled, cooked and served either from your booth or an approved Public Eating Establishment
- The Type of cooking, food processing, food preparation or handling of food that is permitted is outlined in the Approved Foods- document at the end of this package

Safe Food Handling

- All foods must be protected from contamination at all times during preparation, storage, processing and display. This may include shelving to keep foods off the floor or a sneeze guard to protect any open food on display
- All food preparation areas including cooking areas must be physically separated from the public to prevent contamination and to prevent risk of burns
- OPEN FLAME CHAFFING DISHES ARE NOT RECOMMENDED AT OUTDOOR EVENTS- this is due to blowing out of flames and inability to maintain temperatures over longer periods of time. It is recommended that you use electronic hot holding devices capable of maintaining temperatures over 60 Degrees Celsius
- Self-serve condiment containers must be either individually pre-packaged or dispensed from a squeeze bottle, or pump container or a container with an attached lid
- Animals, small children, and any other source of contamination are not permitted in a food booth
- Food handlers must wash their hands prior to handling foods and at any time in which they may become contaminated
- Hair must be restrained so it does not contaminate food products, this can be achieved by use of a baseball hat, hair net, pony tail or similar
- Food handlers must NOT work while ill
- No smoking is permitted in food preparation areas

Pre-approval Checklist

The operator of a Food Booth should ensure this checklist is complete and all items present at a minimum of one (1) hour prior to the start of the event and again every day prior to opening. Failure to have the following conditions met may result in a license not being issued or being revoked.

- An Accurate Probe thermometer capable of measuring between -18 degrees Celsius and 110 degrees Celsius or greater**
- An accurate Thermometer in each cold holding unit**
- Temperature Log Sheet and Pen to fill in throughout the event (see end of package for form)**
- Chlorine, Quats or Iodine for Sanitizing surfaces**
- Test strips for sanitizing solution**
- Clean wiping cloths to place in wiping cloth buckets**
- A bucket for wiping cloth solution**
- Dish detergent (if dishwashing onsite)**
- Liquid Hand soap in a dispenser**
- Paper towels in a dispenser**
- Sufficient cold holding equipment to hold all foods requiring refrigeration capable of maintaining temperatures 4 degrees Celsius or lower**
- Sufficient mechanical hot holding equipment capable of maintaining temperatures at or above 60 degrees Celsius**
- Enough tables or food preparation surfaces to safely prepare all foods**
- Handwashing sink (either temporary or plumbed in- see Sink Requirements Chart pg. 5)**
- Dishwashing Station (if required- See Sink Requirements Chart pg. 5)**
- Potable water is present and running at handsink and dishwash sinks (if applicable)**
- Disposable utensils and dishware**
- Extra utensils for serving or cooking foods**
- Potable water lines to connect handwash and dishwash stations**
- Potable water containers (if not direct connect)**
- Grey water disposal containers (if not direct connect)**
- Garbage bins are present and lined with a bag**
- Copy of Public Eating Establishment License, Mobile Public Eating Establishment License or Permission to Use form**



Regina Qu'Appelle
HEALTH REGION
Sink Requirements

Food Handling Activity	Examples	Sink Requirement
Selling pre-packaged foods only	Chips, Candy, bottled drink	No sink requirements
<p>Dispensing drinks from original sealed containers</p> <p>Serving only dry foods</p> <p>Portioning foods into single use cups</p> <p>Serving of previously prepared foods. NO food preparation or handling on-site. Simply dispensing.</p>	<p>Wine, beer, coffee, tea</p> <p>Donuts, cookies</p> <p>Sampling pretzels, nuts bread</p> <p>Serving of hot and cold foods prepared in a licensed kitchen ahead of time</p>	Temporary Handwash sink in booth- extra serving utensils available
<p><u>(OPTION ONLY AVAILABLE TO OWNERS/OPERATORS OF LICENSED PUBLIC EATING ESTABLISHMENTS IN AN INDOOR SETTING)</u></p> <p>Processing of foods on-site, assembling previously prepared foods, final cooking or re-heating of foods</p>	<p>Mixing, assembling, cutting, rolling, and similar activities of meat, vegetables</p> <p>Burgers, Kabobs, Chicken, Seafood (pre-cooking of these products at Public Eating Establishment May be required and is highly recommended)</p>	Temporary Handwash sink with hot and cold running water in booth, Three compartment sink with hot and cold running water in booth


Temporary Handwashing Stations

Regina Qu'Appelle Health Region requires handwashing stations in each booth that is performing food handling at a special event or trade show.

Below is a description of how to set-up and maintain a temporary handwash station.

1. Potable water in a container with a minimum of 5 gallons or 20 litres is required. The water should be warm. The water must be able to flow from the container via a spigot or faucet. Washing hands in standing water is not acceptable.

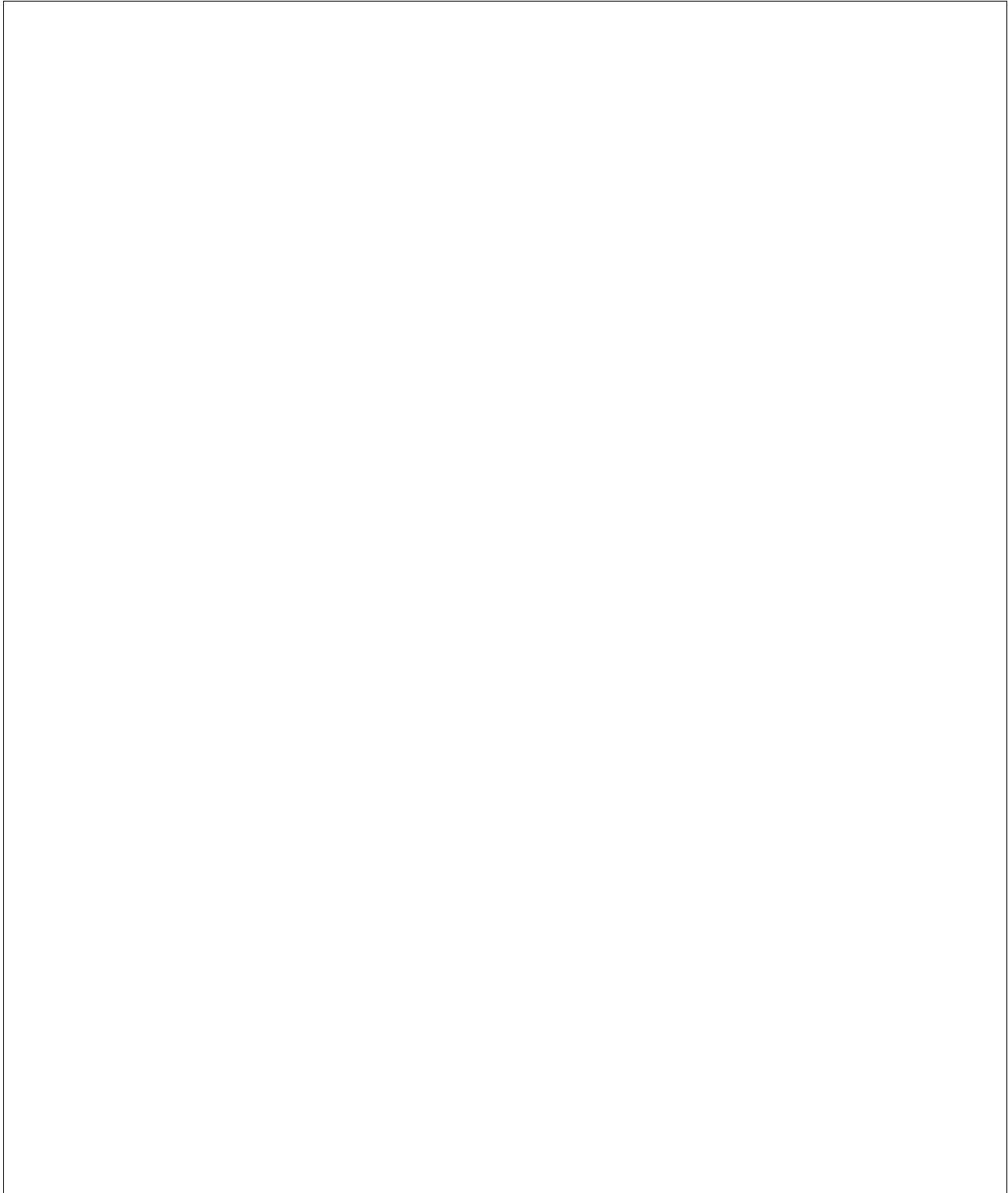
An example would be a 5 gallon (20L) camping jug or coffee urn with a tap or spigot that allows a hands free flow of water and filled with water that is maintained at a warm temperature.

2. A collection system to catch the wastewater from handwashing. The water must not be allowed to drain onto the ground.
3. Single use paper towels and liquid soap from suitable dispensers.



Handwashing stations MUST be operational before handling of any foods occurs. Be prepared to show your Health Inspector your handwashing station during possible inspection.

Water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer. Do not dump wastewater into a storm sewer.



Temporary Event Vendor Application Form

Event Information:

Name of Event:	
Event Location (Address):	
Event Date(s):	Time(s) of Operation:
Number of Days in Operation:	Expected Total Attendance:

Vendor Information:

Name of Food Booth:	
Operator /Business Name(s):	Contact Person:
Mailing Address:	Phone #: Fax #:
Email:	Cell #
Alternate Contact Person:	Cell#:
Alternate Contact Person:	Cell#:

Vendor Set Up:

<input type="checkbox"/> Food Booth/Tent <input type="checkbox"/> Hot Dog Cart <input type="checkbox"/> Indoor Facility <input type="checkbox"/> Mobile Catering Vehicle
For outdoor locations only: Roof covering <input type="checkbox"/> Y <input type="checkbox"/> N Floor covering <input type="checkbox"/> Y <input type="checkbox"/> N
Other (specify): _____

Will you be offering samples? Yes No

Hand washing

Describe your hand washing station: <input type="checkbox"/> Fixed sink with <input type="checkbox"/> hot running water <input type="checkbox"/> cold running water <input type="checkbox"/> Portable sink with <input type="checkbox"/> hot running water <input type="checkbox"/> with cold running water <input type="checkbox"/> Temporary container with a spigot <input type="checkbox"/> hot water <input type="checkbox"/> cold water Other (specify): _____ NOTE: Liquid soap in a dispenser and paper towels are also required.

Potable Water Source

<input type="checkbox"/> Municipal <input type="checkbox"/> Water in Temporary Container <input type="checkbox"/> Commercially Bottled <input type="checkbox"/> Hauled Municipal Water (provide hauler name, phone & cell #): _____ Other (specify): _____
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Waste Water and Garbage Disposal

Method of waste water/sewer disposal: <input type="checkbox"/> Municipal <input type="checkbox"/> Temporary container/pail
Other (specify):
Number of garbage receptacles in food preparation area:

Food Menu

Please list all types of foods that will be offered for sale and how/where they will be prepared.

Note: Please attach a separate sheet of paper if more space is required.

Menu Item	Type of Food, Preparation (grilling, frying, BBQ, etc.)	Is Food Pre- cooked?	Food Cooked Onsite	Food Storage On- Site?	Hot Holding On-site?	Cold Holding On-site?
		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
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		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

On-site Cooking Equipment

<input type="checkbox"/> Domestic BBQ <input type="checkbox"/> Commercial BBQ <input type="checkbox"/> Flat top Grill <input type="checkbox"/> Gas or Electric Range <input type="checkbox"/> Oven
Other (specify):

Please Provide the Following Information:

If foods are being prepared off-site, please provide the following:	
Name of Food Premise:	
Location of Food Premise:	
Contact Person:	Phone Number #:
Name of Food Premise:	
Location of Food Premise:	
Contact Person:	Phone Number #:

Foods

Source of Foods: <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail Grocery Store <input type="checkbox"/> Meat shop/Slaughterhouse
Name/Location:

Food Storage and Transportation

Storage of Foods:	Locations
Other (specify):	
How will food be transported to the event? (please check all that apply) <input type="checkbox"/> Refrigerated Truck	
<input type="checkbox"/> Coolers with Ice Packs <input type="checkbox"/> Insulated Thermal Unit	
Other (specify):	
How will food be kept cold at the event? (please check all that apply) <input type="checkbox"/> Refrigerated Truck	
<input type="checkbox"/> Mechanical Refrigeration <input type="checkbox"/> Coolers with Ice Packs	
Other (specify):	
How will food be kept hot at the event? (please check all that apply) <input type="checkbox"/> Steam Table	
<input type="checkbox"/> Chafing Dish <input type="checkbox"/> Enclosed Warming Unit <input type="checkbox"/> Insulated Thermal Unit	
Other (specify):	
Ensure to bring an accurate thermometer to the event to monitor hot & cold holding temperatures <input type="checkbox"/>	

Utensil Washing

What type of sink is provided for utensil washing? <input type="checkbox"/> 2 compartment sink <input type="checkbox"/> 3 compartment sink
None (explain):



What type of sanitizer will you be using? <input type="checkbox"/> Bleach & Water <input type="checkbox"/> Quaternary Ammonia and Water	
Other (explain):	Are Test Strips Available to Test Sanitizer? <input type="checkbox"/> Y <input type="checkbox"/> N

Food Handlers

Number of Food Handlers:	Number of Food Handlers with Training:
Names of Food handlers with Training:	

Power

Electricity available at booth: <input type="checkbox"/> Y <input type="checkbox"/> N Back-up electricity available? <input type="checkbox"/> Y <input type="checkbox"/> N
Refrigerated truck available: <input type="checkbox"/> Y <input type="checkbox"/> N

The information I have provided is complete and accurate to the best of my knowledge. I agree to comply with the provisions of the Guideline for Temporary Food Service Events, *The Food Safety Regulations*, and any other instructions I receive from the Public Health Inspector. I understand that failure to meet the requirements will result in not being allowed to operate. I understand that I may not receive approval if the application is incomplete or not submitted at least two weeks prior to the event. I understand that I cannot operate without approval from the local health authority.

Applicant Name:	
Signature:	Date:

Application forms may be returned to Environmental Public Health in person, fax, email or through the mail.

**Regina Qu'Appelle Health Region
Population and Public Health Services
Environmental Public Health Dept.
2nd Floor, 2110 Hamilton St. S4P 2E3**

PH: 306-766-7755, FAX: 306-766-7730 EMAIL: environmentalhealth@rqhealth.ca

OFFICE USE ONLY

Approved ___ Rejected ___

Remarks: _____

Inspectors Signature: _____ Date: _____

Permission to Use an Approved Food Establishment

This form must be completed by the owner or operator of an approved food establishment who is granting permission for someone to use their establishment to prepare food for a mobile food vehicle, special event, farmers' market, public market or catering.

Send completed form to the applicant below or to environmentalhealth@rghealth.ca

Owner/Operator of Licensed Food Establishment	
Name: _____	
Food Establishment: _____	
Address: _____	
Phone Number: _____	
Applicant	
Name: _____	Phone Number: _____
Name of Mobile Unit: _____	
Address of Storage of Mobile Unit: _____	
Name of Special Event, or Market: _____	
Permitted Use	
<p>I hereby declare that the applicant names above have permission to use my Licensed Public Eating Establishment as a base of operation. The applicant is permitted to (check all that apply):</p> <p> <input type="checkbox"/> Prepare Food <input type="checkbox"/> Clean Equipment and Utensils <input type="checkbox"/> Store Food and Utensils <input type="checkbox"/> Store Mobile Food Cart <input type="checkbox"/> Other: Please specify _____ </p>	
<p>The applicant is permitted to use my Licensed Public Eating Establishment during:</p> <p>Days: _____ ex. Monday-Friday, Saturday</p> <p>Hours: _____ ex. 8:00am-2:00pm</p> <p>Effective Dates: _____ ex. May-Oct, or Year round</p>	
Applicant Signature: _____	Date: _____
Owner/Operator Signature: _____	Date: _____

