

TEMPORARY FOOD SERVICE - COORDINATOR'S APPLICATION

This Application Form must be completed, in full, by the Event Coordinator and submitted to the Health Department at least 14 days prior to the event. By providing this information to the Health Department potential public health problems can be identified well in advance and corrected prior to the event. This will assist you and the food vendors in achieving a successful event.

EVENT INFORMATION:

1. Name of Event: _____
2. Estimated attendance: _____
3. Location Address: _____
4. Date(s) of Event: _____ Hours of Operation: _____
5. Event Co-ordinator Name: _____
 - a. Telephone Number: _____ Fax Number: _____
 - b. E-mail Address: _____

FOOD BOOTH INFORMATION:

1. Number of Food Booths: _____
 - a. Event set up time: _____
2. Date/time/location of scheduled meeting with food vendors:

3. Source of water supply: _____
4. Waste Water Disposal: _____
5. Describe toilet facilities: _____

Garbage Disposal: _____

Will sinks be provided? _____ Yes _____ No How many? _____

Will power be provided? _____ Yes _____ No

Please describe:

Will other equipment be provided (reefer trucks, ice):

Please ensure that you have completed the sections in as much details as possible. Incomplete information could delay processing this application. Ensure that the following documents are submitted with this application:

- 1. Event Layout Diagram**
- 2. Completed Vendor application forms**

The information I have provided is complete and accurate to the best of my knowledge. I understand that only health approved vendors will participate in this event. I acknowledge that preopening inspections will have to be carried out on all food booths before any food preparation commences. I agree to be present during these inspections if requested.

Signature of Event Coordinator

Date of Application

<i>For Office Use Only</i>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
_____ PHI Signature	_____ Date

Event Layout Diagram

Provide a sketch of your event layout. Show the location and name of each booth. Include the location of the toilets, water source and waste disposal areas.

