



calgary health region

SPECIAL EVENTS & TRADE SHOWS

TEMPORARY FOOD SERVICE ESTABLISHMENT



ORGANIZER PACKAGE

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TEMPORARY FOOD ESTABLISHMENT ORGANIZER PACKAGE

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See Also:

Special Event Temporary Food Establishment Vendor Package



TEMPORARY FOOD ESTABLISHMENT ORGANIZER PACKAGE

To assist you in organizing a safe event, the following **minimum requirements** have been provided to prevent the possibility of food borne illness. Please ensure that the **Special Events & Trade Shows Application (for Organizer)** is completed and forwarded to Calgary Health Region (CHR), Environmental Health at:

**1509 Centre Street SW
Calgary, Alberta T2G 2E6
Phone: (403) 943-8095
Fax: (403) 943-8056**

A Public Health Inspector will review this information and contact you.

All persons involved in preparation and selling or offering of food and/or beverages to the public are strongly encouraged to attend the basic Food Handler Training. As an event organizer, it is strongly recommended that you make Food Handler Training mandatory for all food vendors participating in your event. At least one food handler in charge must have successfully completed one safe food handling course provided by or satisfactory to CHR. Environmental Health Food Handling Courses

All information & forms can be obtained from our website www.calgaryhealthregion.ca/envhealth under the Special Events program area or by contacting Environmental Health at the above location.

ORGANIZER RESPONSIBILITIES

- Ensure that the **Requirements for Special Events & Trade Shows** are followed. See attached **Vendor Package**.
- Complete and return the **Organizer Application Form** to Calgary Health Region **two (2) months** prior to the proposed Special Event or Trade Show. **Late applications are subject to being charged administration fees. Any changes made to an application less than 10 business days prior to the event will be required to pay a fee of \$150.00.** No additions/changes will be allowed 3 business days or less prior to the event. If an inspector finds an unregistered booth at the event the organizer will be charged a \$150.00 fee.
- Provide each food and or/beverage vendor with a copy of the **Special Events & Trade Shows Temporary Food Establishment – Vendor Package** (can be obtained from Calgary Health Region).
- Provide each Personal Service vendor with a copy of the **Special Events & Trade Shows Personal Services – Vendor Package**.
- Distribute, collect, and return all completed **Vendor Participant Application Forms** to Calgary Health Region **one (1) month** prior to the date of the event.
- Notify all operators of temporary food establishments at a special event that they must be set up no less than **one (1) hour** before the special event is scheduled to start.
- Notify Calgary Health Region of any changes or additions to the **original vendor applications ten (10) days** prior to the date of the event.

- Notify all food booth vendors of the **Food Storage Temperature Record** that must be kept once every **two (2) hours** (see **Page 9** in vendor package).
- Organizer is responsible to the vendors to ensure that they have access to the basic services of power, potable water, liquid and solid waste collection and removal.
- Provide toilet facilities/ outdoor privies in sufficient numbers and maintain in a clean and sanitary manner. Provide hand washing facilities and supplies at or near the toilet/ outdoor privies facilities
- Arrange for fully enclosed waste water holding tanks and proper disposal of liquid waste if sanitary sewers are not available.
- Arrange for proper solid waste collection and removal.
- Provide a site map to Calgary Health Region indicating food vendors, source of water, garbage/wastewater disposal sites and toilet/ outdoor privy facilities.
- Notify CHR if you are providing Petting Zoos or Animal Events. Information about Petting Zoos & Animal Events can be found at [Environmental Health Special Events & Tradeshows](#).



Are the following items provided to the Participants by the Event Organizers?

(Please Click Yes or No)

1. Potable water service: YES NO

Source: _____ If hauled, name of water hauler: _____

Can this source be used as a fill station for temp handwash basin? YES NO

2. Food grade quality water lines: YES NO

3. Liquid waste collection & disposal: YES NO

Name of waste management contractor: _____

Where wastes are being hauled to: _____

4. Outdoor privies (applies only to outdoor events): YES NO

Total number provided: _____

Name of contractor: _____ Maintenance frequency: _____

5. Outdoor privy handwash stations and supplies (applies only to outdoor events): YES NO

Type: Handwash stations Hand gel sanitizer

6. Indoor washrooms available: YES NO

Total number urinals: _____ Total number toilets: _____

7. Bulk refrigeration (i.e. reefer units): YES NO

8. Other (i.e. refrigeration on-site): YES NO

Type: _____ Number: _____

9. Source of ice: Ice maker Bagged ice None Other: _____

10. Power Source (i.e. electricity, gas, generator, etc.): YES NO

Is back-up power available? Yes No What type?: _____

11. Ventilation: YES NO

Type: Natural Mechanical

12. Handwash station(s) provided for vendors: YES NO

Type: Plumbed in Temporary Total Number: _____

13. Supplies: - hand soap in dispenser YES NO

- paper towel in dispenser YES NO

- sanitizer Chlorine Quaternary ammonium compound Iodine

- test strips YES NO

- thermometers YES NO

- hand sanitizer YES NO

14. Utensil washing two (2) compartment sink:

YES NO

Total number provided: _____

15. Other compartment sinks (i.e. three (3) compartment):

YES NO

Total number provided: _____

16. Mechanical dishwasher provided

YES NO

17. Structure:

YES NO

A. Type of structure (applies to outdoor events only)

Closed tent Open tent Open-top booth Covered booth Other: _____

B. Surfaces

Type of floor surface in booth: _____

Type of wall surface in booth: _____

Type of counter surface: _____

Personal Services (i.e. massage, tattooing, piercing, face painting, etc.)

<u>Name(s) of Booths*</u>	<u>Booth #</u>	<u>Type of Personal Service</u>
Example - Body Art	N/A	Example - Tattooing
_____	_____	_____
_____	_____	_____

*If more booth spaces are required, print this page when completed, then re-enter additional names and print off again until finished.

Other

Will a Petting Zoo or Animal Event be set-up at this event?

YES NO

1. If yes, will handwash station(s) be provided:

YES NO

Type: Plumbed in Temporary Total Number: _____

I have read & understand the minimum requirements that must be met by the **Special Events & Trade Shows Organizer**

Date of Application

Signature of Organizer

Ensure all fields have been filled out before printing

Print Form

MAIL:

application form to:

Environmental Health
Calgary Health Region
1509 Centre Street S.W.
Calgary, AB T2G 2E6

FAX:

application form to:

Attn: Special Events
Environmental Health
Fax: 943-8056

DROP OFF:

application form to:

Main floor reception desk
Centre15
1509 Centre Street S.W.
Calgary, AB