

REQUIREMENTS FOR FOOD VENDORS AT SPECIAL EVENTS

**City Of Hamilton
Public Health Services
Attention: Special Events
Health Protection Division**

**1 Hughson Street North
3rd Floor
Hamilton, ON
L8R 3L5**

**Telephone: (905) 546-3570
Fax: (905) 546-2787
www.hamilton.ca/foodsafety**

**Please ensure this form is faxed to
905-627-3538 Attn: Denise Billings
or
emailed to dbillings@treasureventure.ca**

**Please do not submit it to the City of Hamilton
as all forms must be submitted by Treasureventure™**

Getting Started

The information in this booklet has been developed to help you run your food service operation in a manner that minimizes the possibility of foodborne illness.

Please read through the following pages and be certain that you are familiar with the requirements for food vendors at Special Events in the City of Hamilton.

Your First Step

The Health Department requires all food vendors to complete the **Food Vendor Application Form**. Please submit your application and the administration fee to your event coordinator. The coordinator must submit the forms and payment to this department at least 14 days prior to the event.

Review of Application

A Public Health Inspector will be pleased to help you with your plans. The Inspector will point out the steps that must be taken to handle food safely as to minimize the chance for foodborne illness among your customers. Contact the number listed on the front cover of this booklet for assistance.

A municipal license may be required. Please check with City of Hamilton Building and Licensing Division or your event coordinator.

FOOD OPERATION REQUIREMENTS

FOOD SUPPLIES

1. All food must be obtained from an inspected Commercial Source (**Exception:** see below under Religious Organizations, Service Clubs and Fraternal Organizations).
2. All food served at Special events must be prepared in a licensed and approved commercial kitchen.
3. Only limited preparation (cooking and associated assembly) will be permitted on site
4. No home prepared, or home canned foods can be used, sold or given away at Special Events (**Exception:** see below under Religious Organizations, Service Clubs and Fraternal Organizations).

Religious Organizations, Service Clubs and Fraternal Organizations:

The Ontario Food Premises Regulation was recently amended to exempt food premises operated by religious organizations, service clubs and fraternal organizations. This exemption has also been applied to the aforementioned groups at community based events. These organizations may now sell foods from un-inspected sources (ie. home kitchens, uninspected church facilities).

Groups exempted from the regulation must still meet the following requirements as per the amendments to the Ontario Food Premises Regulation:

1. If potentially hazardous food is from an uninspected source, the operator must keep a contact list of the suppliers and provide a copy of the list to Public Health Services if requested.
2. If potentially hazardous food is from an uninspected source, the operator must also post a sign indicating this to customers.

Please Note: Food premises must still follow the basic safe food handling practices required of all vendors at special events. This includes restrictions in place for certain potentially hazardous foods described below.

Note: Certain potentially hazardous foods such as cream-filled pies, pastries, custards, salads, or sandwiches will not be permitted for sale unless adequate mechanical refrigeration is provided for the duration of the event.

Water and Ice

1. Vendors must provide a supply of hot to warm potable water under pressure. When a handwash sink is not available, vendors may use a gravity fed jug with a catch basin underneath as diagrammed below.
2. The vendor must make arrangements with the organizer to ensure that an adequate supply of water is available.
3. All ice shall be transported and stored in a sanitary manner. An adequate supply of ice must be available to maintain cold foods below 4 degrees Celsius.
4. Waste water must be disposed of in a sanitary manner. Speak to event coordinator to make arrangements for disposal.



EQUIPMENT AND UTENSILS

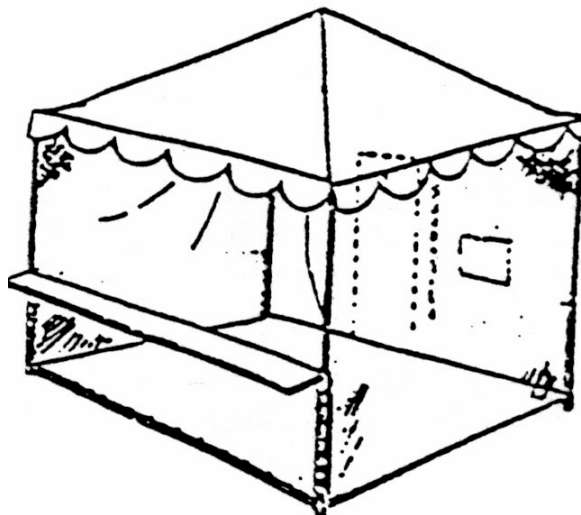
Mixing your Sanitizer

Add 1/2 teaspoon of chlorine bleach for every 1 litre of water (or 2 teaspoons in one gallon of water). Use for sanitizing utensils in a two compartment sink. Store solution in a spray bottle to use for sanitizing of equipment and work surfaces. Spray bottle must be clearly labelled.

1. Only single service eating utensils such as plastic knives, forks, spoons, paper plates and cups shall be used.
2. Cooking utensils must be washed and sanitized using a two compartment sink or containers supplied with hot and cold running water.
3. Where a two-compartment sink is not available for washing and sanitizing cooking utensils, food vendors must provide a sufficient number of clean back up utensils. At least four sets of utensils are recommended for each day of the event.
4. Equipment used for the storage of food or surfaces used for food preparation must be smooth, non-absorbent and easily cleaned.

Booth Construction

1. Booths must be constructed in a manner which prevents the entry of wind, dust and rain.
2. Work surfaces must be constructed of smooth, non-absorbent, non-toxic material that is easily cleanable.
3. Handwash stations must be located in a convenient location for food handlers.



Water and Ice

1. Vendors must provide a supply of hot and cold potable water under pressure. When a handwash sink is not available, vendors may use a gravity fed jug with a catch basin underneath as diagrammed below.
2. The vendor must make arrangements with the organizer to ensure that an adequate supply of water is available.
3. All ice shall be transported and stored in a sanitary manner. An adequate supply of ice must be available to maintain cold foods below 4 degrees Celsius.
4. Waste water must be disposed of in a sanitary manner. Speak to event coordinator to make arrangements for disposal.

Personal Hygiene

1. Proper handwashing facilities are required for each vendor participating in any Special event. If a handwash sink is not available, the vendor must provide a clean water jugs or other containers with a spigot at the bottom, and large containers to collect the waste water. See page 8 for diagram .
2. Liquid soap in a dispenser and paper towels must be provided. The Handwashing station must be placed in a convenient location for all food handlers.
3. Food handlers must wash their hands with clean water and soap before starting work, after each visit to the toilet, smoking, after handling garbage or money and as often as necessary while working to maintain clean hands.
4. Absolutely no smoking or eating shall be permitted inside the vendor's booth.

Clothing

Food handlers must wear clean outer clothing and must confine their hair by wearing hairnets, baseball caps etc.

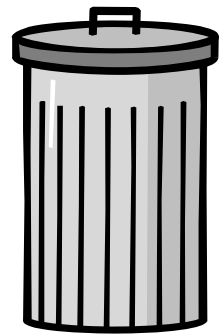
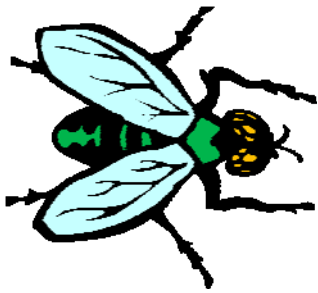


Toxic Chemicals

Chemicals such as cleaners must be stored away from food storage and preparation areas. All chemical containers must be clearly labelled to avoid food handler errors or food contamination.

Garbage and Pest Control

1. Garbage receptacles with lids must be provided in each vendor location. Provide covers to keep vermin and insects away from the food preparation area.
2. Provide fly strips in vendor area to protect food from contamination. Keep out of immediate food preparation area.



DID YOU FORGET ANYTHING?

- HOT OR WARM RUNNING WATER
- LIQUID SOAP IN DISPENSER
- PAPER TOWELS
- SANITIZER (Mixture of Bleach in Spray bottle)
- BUCKETS TO CAPTURE WASTE WATER
- PROBE THERMOMETER/ THERMOMETERS FOR COOLERS
- TENT/ UMBRELLA
- SUITABLE COVERS FOR FOOD PROTECTION
- GARBAGE RECEPTACLES WITH LIDS
- PEST CONTROL- FLY STRIPS
- FOOD CONTAINERS OFF THE GROUND
- **HOT HOLDING FOR FOODS** - STEAMER, STOVE, CHAFFING DISHES, ETC.
- **COLD HOLDING OF FOODS** - REFRIGERATORS, FREEZERS, COOLERS, ICE
- CLEAN OUTER CLOTHING AND HEADGEAR FOR STAFF

ENSURE THAT ALL YOUR EQUIPMENT IS COMPLETELY SET UP BEFORE BRINGING FOODS INTO THE FOOD BOOTH



Hamilton

City of Hamilton
Health Protection Division
Public Health Services
1 Hughson Street North
Hamilton, Ontario,
Canada L8P 3L5
www.hamilton.ca

**SPECIAL EVENT APPLICATION
FOR FOOD VENDORS**

EVENT NAME: _____

EVENT DATES: _____

VENDOR INFORMATION

NAME OF FOOD CONCESSION: _____

VENDOR CONTACT NAME: _____

PHONE: (B) _____ **(H)** _____

Are you a first time participant of an event in Hamilton? **YES** **NO**

Are you an out of town vendor? **YES** **NO**

If yes, attach most recent Health Inspection Report

Vendor will be set up in: **Food Booth /Tent** **Mobile Food Trailer**
 Hot Dog Cart **Indoor Facility**

Establishment where food is prepared: _____

Address of Establishment: _____

Phone Number of Establishment: _____

Menu Items	Brief Description of Preparation on Site

How will food be kept hot on site? _____

How will food be kept cold on site? _____

How will food be kept hot or cold during transportation? _____

Describe your handwashing setup: _____

Describe how utensils and equipment will be washed on site: _____

NOTE

- 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.**

I have received and read the Special Events Information Package provided. I understand the requirements for food vendors at Special Events in the City of Hamilton.

Signature: _____ **Date:** _____

For further Information, please contact Hamilton Public Health Services at
(905) 546-2424 ext. 2551