

## Notification of Food Service at Special Events Ottawa Public Health



### Event Information:

Event name: \_\_\_\_\_  
Event address: \_\_\_\_\_  
Event date: \_\_\_\_\_

### Event Coordinator Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone numbers: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

### Vendor Information:

Operator/Owner: \_\_\_\_\_  
Business name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone numbers: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

### Check the items that apply to your food premise:

- Food and drinks prepared on-site (at event grounds)
- Food prepared off-site. *If prepared off-site, indicate name address and phone number of location where food was purchased and/or prepared.*

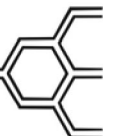
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone numbers: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

- Serviced site (hydro, water, utilities provided)
- Un-serviced site (no utilities provided)

### Method of food storage during transport:

- refrigerated truck                       thermal containers
- coolers with ice                               other: \_\_\_\_\_

- **Hazardous hot foods must be maintained at 140° F/60° C or higher**
- **Hazardous cold foods must be maintained at 40° F/4° C or lower**
- **An accurate indicating thermometer is required for cold holding units**





**Indicate by checking box for Serviced or Un-serviced**

**Handwashing Station Information**

- If Serviced site (hydro & water provided)- Requirements:**
  - Hot and cold running water under pressure
  - Liquid soap in dispenser
  - Supply of single service paper towels

**Handwashing Station Information**

- If Un-Serviced site (hydro & water not provided) - Requirements:**
  - Air pump thermos or jug with warm water and a push button or turn spout
  - Bucket to collect grey water
  - Liquid soap in dispenser
  - Supply of single service paper towels

**Indicate by checking box for Serviced or Un-serviced**

**Utensil Washing**

- If Serviced site (hydro & water provided) - 2-compartment sink – Requirements:**
  - Hot and cold water under pressure
  - Liquid dishwashing soap
  - Sanitizing agent for 2nd compartment (e.g. bleach)
  - Use of single service items
  - Separate utensils for raw and cooked foods

**Utensil Washing \*\*\***

- If Un-Serviced site (hydro & water not provided) – Requirements:**
  - An ample supply of clean Multi-Service Utensils must be provided (e.g. tongs, spatulas, lifters, etc...) – Must be stored in a sanitary manner.
  - Used utensils to be washed, rinsed and sanitized after the Event.

Please list all foods and drinks that will be offered for sale:


Food handlers are encouraged to obtain their Food Handler Certification through Ottawa Public Health by contacting 613-580-6744, ext. 26160 or visit us at [ottawa.ca/health](http://ottawa.ca/health) or email us at [foodhandlercertifica@ottawa.ca](mailto:foodhandlercertifica@ottawa.ca).

Please contact Ottawa Public Health with any questions by calling  
613-580-6744, ext. 23476

