Special Events - Vendor Package

Where to start….

The goal of this package is to assist vendors of a special event to properly complete the Saskatchewan Health Authority – Regina Area approval process necessary to attend a special event. The information in this package outlines the minimum requirements needed to reduce the possibility of illness to those who attend the event.

Please read through this entire package first, as it will guide you through the approval process. Failure to read through this package may cause delays and could impact your approval for your special event.

If you have questions, please feel free to contact your local public health inspector for assistance at 306-766-7755 or environmentalhealth@rqhealth.ca or visit our website at SHA – Regina Area Temporary Event Information

The following list outlines the basic process for a vendor of a special event to follow in order to comply with the Saskatchewan Health Authority Regina and Area special event requirements. The remainder of this package will provide greater details for each process and help you complete the necessary forms.

Vendor Responsibilities

1. • Review this package and contact a public health inspector if you have any questions.
   • Complete the Vendor Application form and if applicable , complete the Permission to Use an Approved Facility form (page 14).

2. • Return completed forms to the Event Organizer in the time frame indicated.
   • **Any forms received after 14 days of the event date may not be approved.**

3. • Ensure that you have your food booth properly set up and ready for operation at least **one hour** prior to the start of the event. Bring the Pre-Opening checklist (page 7) to help with setup.

4. • Any missing items required for safe food handling may result in delays or denial of licensing and you will not be permitted to operate.

5. • All food and ingredients must come from an approved source. This means food 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 the public health inspector so make sure to retain all receipts.

6. • Depending on the vendor booth set up, food and beverages may be prepared, cooked, assembled and served from the booth at the event with prior approval.

7. • If the booth set up does not meet certain requirements (example: portable sinks, cooking equipment, etc.) then food and beverages will need to be prepared, cooked and assembled prior to the event, in an approved/licenced kitchen and dispensed only from the booth at 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 the special event booth, **must** be done in a Licensed Public Eating Establishment or a Saskatchewan Health Authority – Regina Area approved kitchen. This includes preparation of samples, beverages and any food items intended to be sold or given away at the special event. This does NOT include a private or home kitchen.

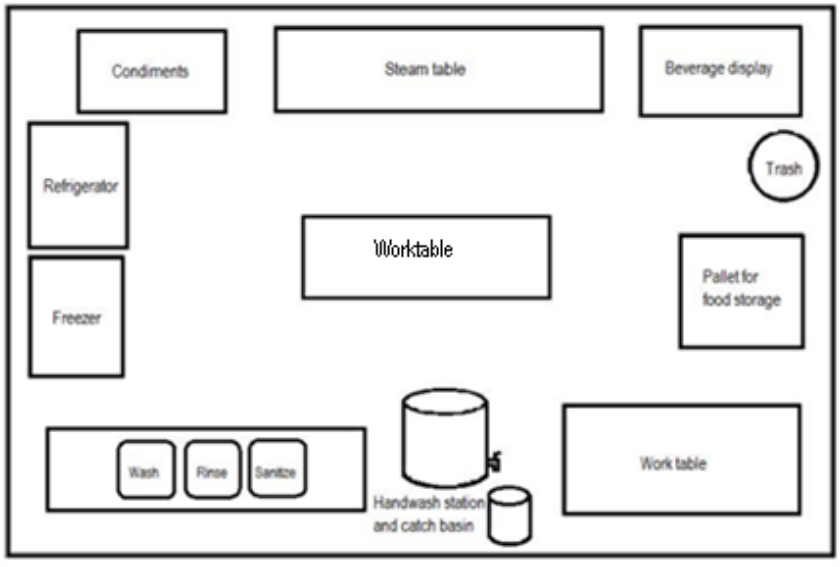
If the vendor is the owner/operator of a Licensed Public Eating Establishment, the vendor can do advanced preparation in their Licensed Public Eating Establishment. In this case there is no need to fill in the Permission to use Form, simply indicate you are the owner on the Vendor Application form.

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 or Saskatchewan Health Authority – Regina Area approved kitchen, in order to do any advanced preparation required. In this case, you will need to fill in and submit a Permission to Use form (page 13) and include it with your application form.

Booth Layout

You are required to submit a site map of your food booth as part of the Vendor 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 page 12 of this package.

Example of Food Booth Layout



Safe Food Handling

- It is required that at least one person who has successfully completed a recognized food safety course be on site at all times. All persons involved in the preparation, selling or offering of food/beverage are strongly encouraged to attend a food safety training course.
- Information on food safety training can be found at SHA – Regina Area – Food Safe Courses
- 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.
- Condiments (ketchup, mustard, etc.) must be dispensed from a squeeze bottle, pump container or individually packaged.
- Animals, small children and any other potential source of contamination are not permitted in the food booth.
- Food handlers must wash their hands prior to handling foods and at any time in which they may become contaminated. Gloves & hand sanitizer do not replace hand washing.
- 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 or vaping is permitted in food preparation areas and/or the food booth.

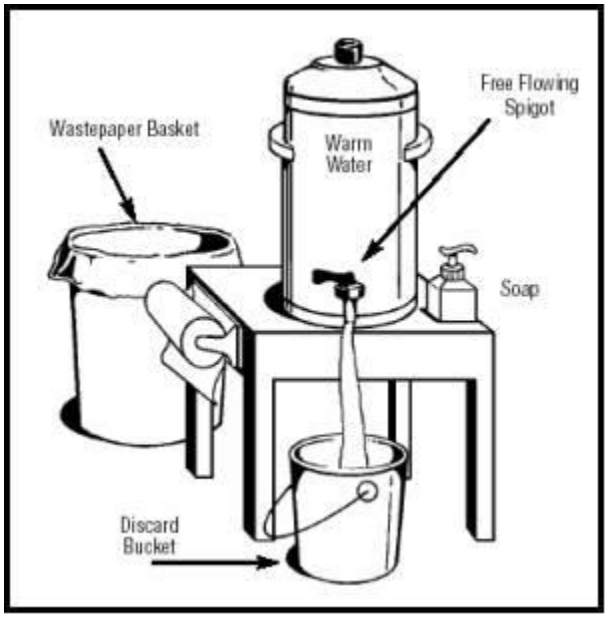
Sink Requirements

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

Temporary Handwashing Stations

Saskatchewan Health Authority – Regina Area requires handwashing stations in <u>each booth</u> that is performing food handling at a special event or trade show.

An example of an acceptable set up includes:



- 5 gallon (20L) camping jug or coffee urn filled with warm water.
- Tap or spigot that allows a hands free flow of water. Push button spouts are <u>not</u> acceptable.
- Soap & paper towel from dispensers.
- Handwashing station must be kept off of the ground on a table or shelf *(as shown in picture).*
- Catch bucket/basin to receive grey water. The water must not be allowed to drain directly onto the ground. The catch bucket/basin must be equal or greater in capacity than the potable water container.
- Water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer. Do not dump wastewater into a storm sewer.
- **Handwashing stations <u>MUST</u> be operational before handling of any foods occurs at the food booth.** Be prepared to show your Health Inspector your handwashing station during inspection.
- **Hand sanitizers and/or gloves <u>DO NOT</u> replace hand washing.**
- **A handwashing station is always required where there is open food, including sampling.** <u>If all food is prepackaged, you may not require a temporary handwash station.</u>

Pre-Opening Checklist

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

- ___ **Accurate probe thermometer(s) capable of measuring between -18 degrees Celsius and 110 degrees Celsius or greater**
- ___ **An accurate Thermometer in each cold holding unit**
- ___ **Temperature Log Sheet to fill in throughout the event (page 14)**
- ___ **Chlorine, Quats or Iodine for Sanitizing surfaces**
- ___ **Test strips for sanitizing solution**
- ___ **A sanitizer bucket**
- ___ **Clean wiping cloths to place in sanitizer bucket(s)**
- ___ **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 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 (see page 6). See Sink Requirements Chart page 5)**
- ___ **Dishwashing Station. See Sink Requirements Chart page 5.**
- ___ **Stop plugs for all dishwashing sinks (if applicable)**
- ___ **Dish detergent (if dishwashing onsite)**
- ___ **Potable water lines to connect handwash and dishwash stations**
- ___ **Availability of running potable water at handsink and dishwash sinks (if applicable)**
- ___ **Disposable utensils and dishware**
- ___ **Extra utensils for serving or cooking foods**
- ___ **Potable water containers (if not direct connect)**
- ___ **Grey water disposal containers (if not direct connect)**
- ___ **Garbage bins are present and lined with a bag**
- ___ **Temporary Event Licence (if applicable)**

Temporary Event Vendor Application Form

Event Information:

Name of Event:	
Event Location (Address):	
Event Organizer (Name & Contact Number):	
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: City: Postal Code:	Cell #: Email:
Alternate Contact Person:	Cell#:
Alternate Contact Person:	Cell#:

Vendor Set Up:

◯ Food Booth/Tent ◯ Hot Dog Cart ◯ Indoor Facility ◯ Mobile Catering Vehicle *For outdoor locations only*: Roof covering ◯ Y ◯ N Floor covering ◯ Y ◯ N
Other (specify):

Hand washing:

Describe your hand washing station: ◯ Fixed sink with ☐ hot running water ☐ cold running water ◯ Portable sink with ☐ hot running water ☐ cold running water ◯ Temporary container with a spigot ☐ warm water
Other (specify **NOTE:** ***Liquid soap and paper towels from dispensers are also required.***

Potable Water Source

◯ Municipal ◯ Water in Temporary Container ◯ Commercially Bottled ◯ Hauled Municipal Water (provide hauler name & cell #):
Other (specify):

Waste Water and Garbage Disposal

Method of waste water/sewer disposal: ◯ Municipal ◯ Temporary container/pail ◯ Hauled waste water (provide hauler name & cell #):
Other (specify):
Number of garbage receptacles in food preparation area:

Utensil Washing

What type of sink is provided for utensil washing? ◯ 2 compartment sink ◯ 3 compartment sink	
None (explain):	
What type of sanitizer will you be using? ◯ Bleach & Water ◯ Quaternary Ammonia and Water	
Other (explain):	Are Test Strips Available to Test Sanitizer? ◯ Y ◯ N

Food Handlers

Number of Food Handlers working at the booth:
Names of Food handlers with Safe Food Handling Certificate:

Power

Electricity available at booth: ◯ Y ◯ N Back-up electricity available? ◯ Y ◯ N

Food/Beverage Menu

Will you be offering samples? ◯ Y ◯ N

If yes, describe food /beverage item that will be given away for sampling (*ensure sample(s) are listed as a Menu Item below*):_____

_____

Please list all types of foods and beverages that will be offered for sale or sampling and how/where they will be prepared. Note: *Please attach a separate sheet of paper if more space is required.*

Menu Item	**Food Preparation**	**If cooking/preparing onsite describe the method (grilling, frying, BBQ, blending, etc.)**	**Hot Holding On-site?**	**Cold Holding On-site?**
	◯ Prepackaged ◯ Precooked ◯ Prepared onsite		◯ Y ◯ N	◯ Y ◯ N
	◯ Prepackaged ◯ Precooked ◯ Prepared onsite		◯ Y ◯ N	◯ Y ◯ N
	◯ Prepackaged ◯ Precooked ◯ Prepared onsite		◯ Y ◯ N	◯ Y ◯ N
	◯ Prepackaged ◯ Precooked ◯ Prepared onsite		◯ Y ◯ N	◯ Y ◯ N
	◯ Prepackaged ◯ Precooked ◯ Prepared onsite		◯ Y ◯ N	◯ Y ◯ N

On-site Cooking Equipment

◯ Domestic BBQ	◯ Commercial BBQ	◯ Flat top Grill	◯ Gas or Electric Range	◯ Oven
Other (specify):				
Note: Deep frying inside without proper ventilation is not permitted. Deep frying outside is not permitted unless you are in a licensed food truck with proper ventilation.				

If foods are being prepared off-site, please provide the following:

Name of Food Premise:	
Location of Food Premise:	
Contact Person:	Phone Number #:

Foods:

Source of Foods: ☐ Retail Grocery Store ☐ Meat shop/Slaughterhouse
Name & Location:
Name & Location:

Food Storage and Transportation:

Where foods will be stored prior to the event:
How will food be transported to the event? (please check all that apply) ☐ Coolers with Ice Packs ☐ Enclosed Warming Unit ☐ Insulated Thermal Unit ☐ Refrigerated Truck
Other (specify):
How will food be kept **cold** at the event? (please check all that apply) ☐ Refrigerated Truck ☐ Mechanical Refrigeration ☐ Coolers with Ice Packs
Other (specify):
How will food be kept **hot** at the event? (please check all that apply) ☐ Steam Table ☐ Chafing Dish ☐ Enclosed Warming Unit ☐ Insulated Thermal Unit
Other (specify):

Bring an accurate thermometer to the event to monitor hot & cold holding temperatures

Booth Diagram

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. If there are multiple vendors using the same kitchen, the operator must create and submit a schedule indicating when the vendor(s) each have access to the kitchen.

Send completed form to the applicant below or to environmentalhealth@rqhealth.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

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):

☐ Prepare Food ☐ Clean Equipment and Utensils ☐ Store Food and Utensils

☐ Store Mobile Food Cart ☐ Other: Please specify_____

The applicant is permitted to use my Licensed Public Eating Establishment during:

Days:_____ ex. Monday-Friday, Saturday

Hours:_____ ex. 8:00am-2:00pm

Effective Dates:_____ ex. May-Oct, or Year round

Applicant Signature:_____ Date:_____

Owner/Operator Signature:_____ Date:_____

TEMPORARY EVENT TEMPERATURE LOG SHEET

Name of Food Booth	
Name of Event	
Event Date	
Event Location	
Operator Name	

ENSURE ALL POTENTIALLY HAZARDOUS FOODS ARE KEPT OUT OF THE 'DANGER ZONE'!
(between 4°C/40°F to 60°C/140°F)

DATE	TIME	UNIT	TEMPERATURE	CORRECTIVE MEASURE (IF REQUIRED)	INITIALS

✓ **Take temperatures every 2 hours**

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*, *The Public Eating Establishment Standards*, 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:

Please note: If you part of a LARGE EVENT (ie: Agribition, Queen City Ex, Cathedral Village Arts Festival) please send your application DIRECTLY TO THE ORGANIZER. If we receive your application for a large event, **it will not be reviewed and will be sent back to you** to send to the organizer.

Applications received less than 14 calendar days PRIOR to event date may not be accepted.

If you have any questions regarding filling out this application, please contact:

Environmental Public Health Department
Saskatchewan Health Authority
2nd Floor - 2110 Hamilton Street
Regina, SK S4P 2E3
PH: 306-766-7755, FAX: 306-766-7730
EMAIL: environmentalhealth@rqhealth.ca

OFFICE USE ONLY

Approved____ Rejected_____ Name _____ Date _____

Comments_____

_____

_____