



**Brantford Kinsmen Ribfest  
August 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup>, 2018  
Cockshutt Park Brantford**

**Food Vendor Application Letter**

Dear Vendors,

The ribfest committee would like to invite you to apply to be a Food vendor for our Brantford Kinsmen Annual Ribfest in August 2018.

The final acceptance will be dependent on approval of your completed form(s), payment(s) and space availability. If all documentation is in order, then a vendor permit will be sent which is to be displayed at your booth at all times during Ribfest and a parking permit which is to be displayed in your car when it is on the park grounds. Your attendance cannot be confirmed until all items below regarding you are complete. Applications are taken on a first come basis.

At this stage we need from you, if you are a:

**Food Vendors**

- ✦ Completed vendor application/contract, which is attached along with a Check or Money Order made payable to the **Kinsmen Club of Brantford** for **vendor fees & separate damage deposit** check of \$150.00 and returned to address listed on application form. **Post dated checks will not be accepted.** A \$25.00 charge will apply to all NSF checks.
- ✦ And a copy/certificate of insurance with **Kinsmen Club of Brantford & Corporation of City of Brantford** added as additionally insured.
- ✦ To fill out food vendor portion of the Guidelines for Special Event Food Premises which is attached and sent it along with payments and insurance to the address listed on form.

We look forward to seeing you at Ribfest in August.

Sincerely,

Tom Sevier  
Brantford Ribfest Chairperson  
[ribfest@brantfordkinsmen.ca](mailto:ribfest@brantfordkinsmen.ca)



## Food Vendor Application Form August 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup>, 2018 Cockshutt Park Brantford

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Hours of Operation: August 10<sup>th</sup> 4pm-11pm, August 11<sup>th</sup> 11am-11pm, August 12<sup>th</sup> 11am-7pm, 2018

1 Unit - Approximately 10' x 10' \$500.00 (Includes taxes)

# of Units required \_\_\_\_\_ (One unit equals approx 10'X10' feet) – additional units subject to approval

Hydro \$100.00 for 15 amp, \$200.00 for 30 amp, # Electrical hook-ups required \_\_\_\_\_ - subject to approval

**MANDATORY:** What are your electrical requirements (stove plug; 3 prongs etc.)? \_\_\_\_\_

**SET UP August 9<sup>th</sup> or 10<sup>th</sup> between 10:00a- 4:00p** YES  NO  **Require hydro** YES  NO

### **FOOD VENDOR POLICY:**

Approved food vendors shall:

- Comply with the provisions of all Canadian and Province of Ontario laws, City by-laws and other applicable regulations and the requirements of the Chief Building Official, the Fire Department and the Medical Officer of Health. **It is your responsibility, Please check with them.**
- Sell / offer only the products and/or services specified and approved.
- Be neat, wear clean apparel and operate with proper hygiene practices and practise good customer service principles.
- Conduct business only within the space allocated.
- Clean up any debris from the site throughout each day as required and upon the conclusion of daily business.
- Remove all vending equipment, garbage container(s) and debris from the site upon the conclusion of business.
- Vendors must follow the guidelines for Special Events Food Premise as required from the Brant County Health Unit. Inspectors will be on site and will inspect food areas.** (Guidelines can be found at - <https://production.bchu.org/ServicesWeProvide/Inspections/FoodSafety/Pages/Guidelines.aspx>), **attached.**
- Applicant shall provide a minimum \$2,000,000 (2 Million dollars) liability insurance including products and completed operations naming the Kinsmen Club of Brantford & the Corporation of the City of Brantford as Additional Insured. The Vendors insurance carriers and policy provisions must be acceptable to the City of Brantford and must remain in effect for the duration of this Event. \* **NO EXCEPTIONS****

*Application will not be approved until all conditions within the application have been met and the certificate of insurance, is received and approved by the Ribfest Planning Committee*

Please send your signed & completed application form along with menu, pricing, proof of insurance and payment in full by June 15<sup>th</sup>, 2018 @ 4:00pm. Vendor applications may not be accepted after the deadline, depending on interest. Only a limited number of vendors will be accepted due to space available and same type vendors may be limited, so send yours in early. **Fees are non-refundable.**

**Please return completed application form and make cheques payable to:**

**The Kinsmen Club of Brantford, Incorporated - Ribfest**

303 - 255 Colborne Street, East. Brantford, ON N3T 2H3

The Ribfest planning committee has the right to refuse a vendor if deemed inappropriate or unsafe. Registration fees are non-refundable. Receipt for vending space will be provided upon request. Set-up times and details will be communicated with approval of application. Vendors have no exclusivity. Brantford Kinsmen reserves the right to cancel or relocate event due to unforeseen circumstances beyond our control, and excludes any liability for any direct or indirect losses or damages howsoever arising as a result of cancellation. Personal information on this form is collected under the authority of Chapter 350 of the City of Brantford Municipal Code and will be used to contact vendors regarding their Food Vendor Application for the 2018 Ribfest event.



# GUIDELINES FOR SPECIAL EVENT FOOD PREMISE

January 2018

## **Attachments:**

Appendix "A" – Organizers Special Event Application

Appendix "B" – Organizers Site Map

Appendix "C" – List of Food Vendors

*(Appendix "A" - "B" and "C" to be completed by Event Organizer)*

Appendix "D" – Special Event Vendor Checklist

*(Appendix "D" Must Be completed by Event Food Vendors)*

Appendix "E" – Washing Station Handout

S/HP/Originals/Special Event Guidelines 2018.doc

Updated: January 2018

BRANT COUNTY HEALTH UNIT  
ENVIRONMENTAL HEALTH AND EMERGENCY PREPAREDNESS  
GUIDELINES FOR SPECIAL EVENT  
FOOD PREMISE

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These special event guidelines will apply to your food event if:

- There will be food or milk manufactured, prepared, stored displayed or handled in any way,

AND

- The event is open to the public,

AND

- The event is hosted by an individual or group of individuals, a business, or an organization, who are NOT recognized as a religious organization, service club or fraternal organization

OR

- The event is hosted by a religious organization, service club or fraternal organization, but is only held for 14 days per year or less (for example, a dinner that is held only once a month, or a fair that happens only once a year, for a two week period), if the hosting organization wishes to follow these guidelines.

(If an event occurs on more than 14 days per year, it is a “regular” event, and is required to be in full compliance with the Food Premises Regulation of the Health Protection and Promotion Act, which is enforced through routine inspections by a Public Health Inspector.)

## **OPERATOR/ORGANIZER'S RESPONSIBILITY**

The operator/organizer must:

1. Notify the Brant County Health Unit of the dates, type of event and approximate number of attendance expected, 30 days prior to the event. Complete Appendix "A" and fax to the Brant County Health Unit at 753-2140 or email to [email@bchu.org](mailto:email@bchu.org).
2. Notify the Brant County Health Unit of all participating food premises, giving names, addresses and phone numbers, at least 14 days prior to the event. Complete appendices "A" and "B".
3. Operator/organizer is responsible for providing:
  - a) Ensure all food vendors receive a copy of these "Special Event guidelines" and appendix "D"
  - b) An adequate number of washrooms or sanitary facilities for the event, and;
  - c) An adequate number of garbage containers for the event, for arranging pick-up of garbage and for site clean up after the event.

### **EVERY FOOD PREMISE OPERATED AT A SPECIAL EVENT:**

1. Must be inspected and/or approved for operation by the Brant County Health Unit prior to or during the event. (See tip #3 on page 6).
2. Must use only single service (disposable) articles for food and beverage service or sale.
3. Must be equipped with a supply of potable (drinking) water (20L) and a supply of hot water adequate for the operation of the premise. Mobile units must have hot and cold running water under pressure. Booths operated by local agencies may use a large coffee urn for hot water. Water must be arranged so that staff can wash their hands at the booth.
4. If used all hamburgers or sausages must be purchased pre-cooked from your supplier. This greatly reduces the risk of serving under cooked ground meat as they need to only be re-heated.

### **PREMISES MUST MEET THE FOLLOWING REQUIREMENTS:**

#### **A. PHYSICAL STRUCTURE**

1. Booth or concession must be enclosed on all four sides to prevent entrance into food preparation areas.
2. This enclosure must cover the area from the floor up to the counter-tops.
3. All food preparation, utensils, equipment, storage, etc., must be contained within this area. Barbecuing is allowed outside of booth provided this area is protected or fenced off from public access.
4. **FLOOR:** Must consist of a solid material (such as plywood) that will prevent accumulation of dirt, grease, etc. and can be maintained in a clean and sanitary condition.

5. **COUNTERTOPS:** Must consist of a material that is smooth, impervious and can be easily cleaned and maintained.
6. **ROOF:** A canopy or similar roof structure is required over all food service/preparation and storage areas (except BBQ area).

**B. EQUIPMENT REQUIRED FOR SELLING HAZARDOUS FOODS:**

1. **A.** Mechanical refrigeration must be capable of being maintained at 4°C (40°F) or less at all times.

OR

**B.** Thermally insulated coolers are acceptable provided that ice/ice packs can maintain foods at a temperature of 4°C (40°F) or less at all times. All ice must be made from clean (potable) water.

2. Freezers must keep food at -18°C (0°F).
3. Each refrigerated unit and freezer must contain a thermometer to check the temperature.
4. Equipment must be supplied to maintain hot foods at a temperature of 60°C (140°F) or higher at all times.
5. Must be equipped with a designated hand sink, tub or bus bin along with soap and single service towels to facilitate washing of hands. Alcohol hand sanitizer may also be used (See tip #1 on page 6).
6. At least 2 sinks, tubs or bus bin and an approved sanitizer to facilitate washing of equipment and counter tops must be provided.
7. Provide a labeled plastic spray bottle or bucket containing a cleaner/sanitizer for cleaning/sanitizing work area. A solution of 1 L of water, plus 1 teaspoon of bleach (1tsp/L) is recommended. Diluted Quaternary ammonia can also be used in place of the bleach and solution. Follow manufacturer's recommendations.

**C. OTHER REQUIREMENTS**

1. All equipment and utensils used for the preparation and serving of food must be of sound construction, in good repair and maintained in a clean and sanitary condition.
2. Adequate garbage receptacles with garbage bags/liners must be provided for each food area.
3. Liquid waste must be disposed of so that it does not cause a health hazard. Suitable equipment or facilities for the disposal of waste-water must also be provided. (eg. Sewer hook-up or holding tank).
4. Area must be kept clean and free of debris.

5. All hazardous food (including meat, poultry, dairy products and cooked grains) must be maintained at less than 4°C (40°F), or greater than 60°C (140°F).
6. All frozen foods must be stored at a temperature of -18°C (0°F) or less.
7. a) All food shall be protected against contamination by the public, flies, dust, dirt and insects. (Keep food covered at all times).  
  
b) All cooking must be done in the booth away from the public. If cooking is done at the perimeter of the booth, all foods must be protected from contamination by placing a barrier of glass, plastic or other suitable material in front of the food.  
  
c) All displayed foods, condiments, etc. must be covered, wrapped or stored in proper containers with lids, so as to prevent any contamination.
8. All foods shall be handled with tongs, spoons, scoops, etc. whenever possible. Do not use bare hands to handle food.
9. Foods transported to the site from another approved place of preparation must be transported at the temperatures outlined above and in a manner not conducive to spoilage or contamination.
10. If hazardous foods are prepared outside of Brant County, a letter of approval is required from the Health Unit that has jurisdiction, stating that the premise complies with Food Premise Regulations.
11. Milk or milk products must be pasteurized and dispensed from or served in the original container as received from the distributor.

**D. PERSONAL HYGIENE AND SANITATION**

1. All food handlers must be clean, wear clean outer garments and headgear that adequately confines the hair.
2. Smoking is NOT ALLOWED in food preparation areas.
3. No person who is ill or has any abrasion, cut or other skin condition which may contaminate food shall work in a food concession.

**4. STAFF MUST WASH THEIR HANDS AFTER ANY ABSENCE FROM THE FOOD PREPARATION AREAS.**

**Cross-contamination is a major contributor to food borne illness. Cross-contamination can occur in three ways. They are as follows:**

- 1. From a food to a food**
- 2. From a utensil/surface to a food**
- 3. From an infected worker to a food**



**Remember to do the following to prevent cross-contamination:**

- a) Use separate cutting boards when preparing raw meats and vegetables.
- b) Use separate knives/utensils when cutting or scooping different foods.
- c) Avoid contact between raw foods and cooked or ready-to-eat foods.
- d) Use separate cloths for wiping food contact surfaces and keep dampened with a sanitizing solution.
- e) Thoroughly clean and sanitize all equipment such as meat slicers, work tables, utensils etc.

Hand washing is the single most important way to prevent the spread of infection. Hand washing must be done thoroughly and often using soap and water. Remember to wash your hands before or after doing any of the following. (See tip #2 on page 6).

- ✓ Before beginning work.
- ✓ Before preparing food.
- ✓ After handling raw meats/poultry.
- ✓ After using the washroom.
- ✓ After touching garbage or soiled surfaces.
- ✓ Whenever your hands are dirty.

**IF ANY HEALTH HAZARD IS FOUND TO EXIST DURING THE OPERATION OF ANY FOOD CONCESSION THE HEALTH UNIT MAY REQUIRE THE OPERATION TO CLOSE UNTIL THE HAZARD HAS BEEN CORRECTED.**

For further information concerning these Guidelines contact Environmental Health and Inspection Services of the Brant County Health Unit at:

Brant County Health Unit  
Environmental Health & Emergency Preparedness  
194 Terrace Hill Street Brantford, ON N3R 1G7  
Phone - 753-4937 ext. 470  
Email – [email@bchu.org](mailto:email@bchu.org) Website - [www.bchu.org](http://www.bchu.org)

**TIPS:**

1. Hand sanitizer (alcohol-gel) may be used to sanitize hands where hand washing is not practical. Keep in mind these gels will not remove grease and dirt. That must be done by thorough hand washing with soap and water. Alcohol-gel hand sanitizer will only kill germs present on the skin if the hands are not dirty or greasy. Ensure the gel contains at least 70% ethyl alcohol (read the label to be sure). Thorough hand washing with soap and water is required by anyone preparing food. Hand sanitizer are not suitable in that situation.
2. Food handlers may wear gloves, but they must be changed when dirty, or when changing tasks. Hands must be washed or sanitized after removing the old pair and before putting on the clean pair.
3. It is not required that there be a staff member certified in the Food Handler training course at your event, but it is recommended, especially if you are preparing food from raw meat. Please contact the Brant County Health Unit, Environmental Health and Emergency Preparedness for further information. 519-753-4937 ext. 470.

**Appendix “A” , “B” and “C” to be completed by Organizers of Event:**

Appendix “A”

**Organizers Special Event Application**

*(To be completed by Event Organizer and submitted to the  
Brant County Health Unit prior to the event)*

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Appendix “B”

**Organizers Site Map**

*(To be completed by Event Organizer and submitted to the  
Brant County Health Unit prior to the event)*

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Appendix “C”

**List of Food Vendors**

*(To be completed by Event Organizer and submitted to the  
Brant County Health Unit prior to the event)*

# APPENDIX "A"

## ORGANIZERS SPECIAL EVENTS APPLICATION (To be filled out by Event Organizer)

Name of event: Brantford Kinsmen Ribfest

Organization: Kinsmen Club of Brantford Inc.

Contact Person: Tom Sevier Phone #: (519) 752-8449

Location of event: 35 Sherwood Drive, Brantford, ON., N3T 1N3

Date and Duration of Event: August 10 – 12, 2018  
Month/Day/Year

Emergency Phone # During Event: (519) 756-1500

Will food be supplied? Yes \_\_\_\_\_ No X

If yes, Appendix B must be completed and faxed to the Brant County Health Unit @ 519-753-2140 or email to [email@bchu.org](mailto:email@bchu.org)

Will Hydro be supplied? Yes X No \_\_\_\_\_

If yes, what type? (ie. municipal, generator etc.)

Generator

What is your water supply on site? Municipal & Tanker

Proposed attendance: 24,000

Washrooms: # of Men's \_\_\_\_\_ # of Women's \_\_\_\_\_

Type: (fixed, portable, etc) Fixed & Portables

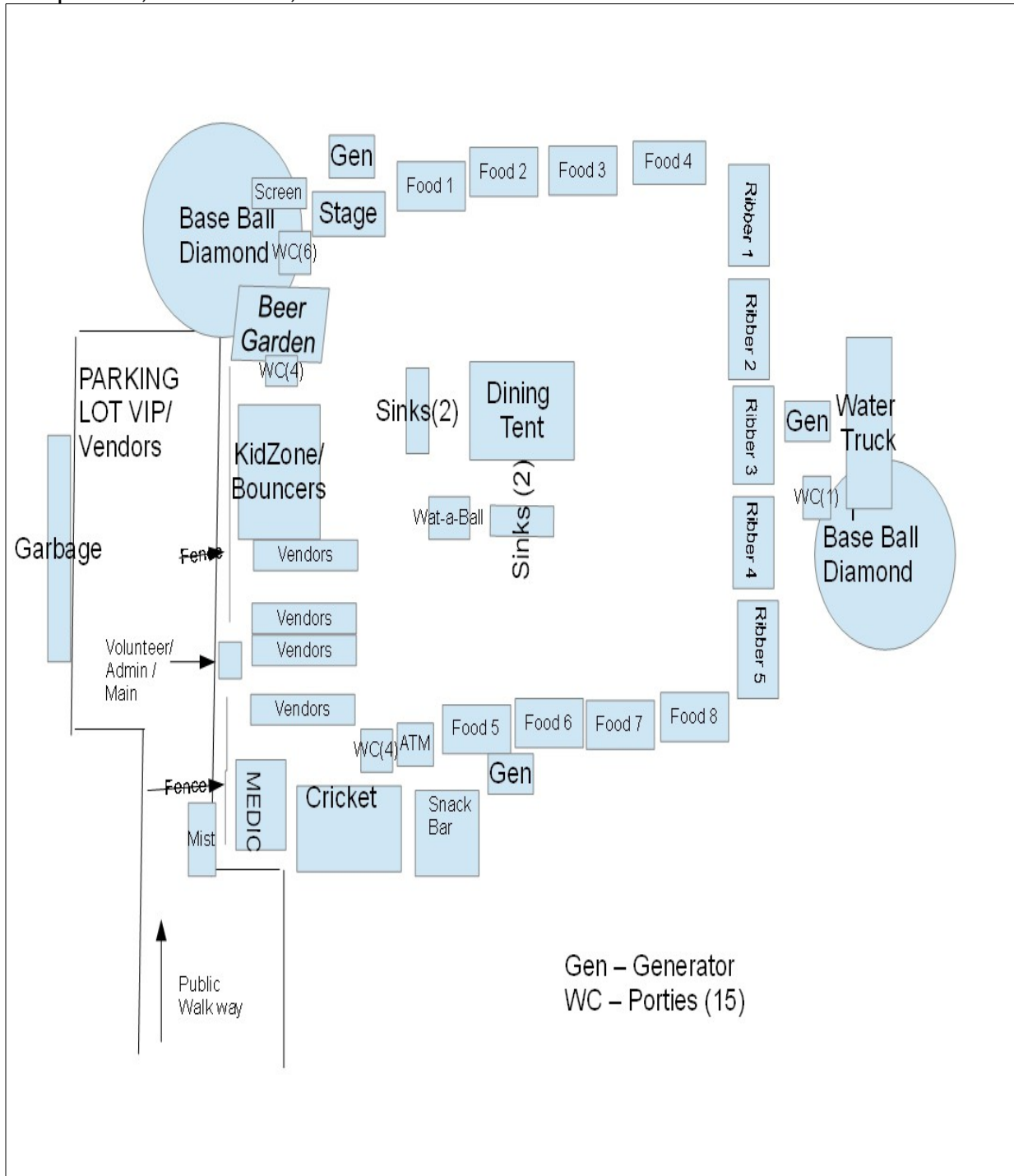
Garbage/waste disposal arrangements WSI

**It is the responsibility of the organizer to ensure that ALL food vendors receive a copy of Appendix "D" "Special Event Vendor Checklist". This can be obtained in person at the Brant County Health Unit or online at [www.bchu.org](http://www.bchu.org).**

# APPENDIX "B"

## ORGANIZERS SITE MAP (To be filled out by Event Organizer)

Please sketch below the area indicating the location of food establishment, garbage receptacles, washrooms, water and fences.









**ONSITE REQUIREMENTS: Appendix “D” cont’d**

<b>Staff Headgear:</b> (That Confines Hair)	Hats	<input type="checkbox"/>
	Visor	<input type="checkbox"/>
	Hair nets	<input type="checkbox"/>

<b>Displayed Foods:</b>	Sneeze guards	<input type="checkbox"/>
	Covered (lids/ cellophane wrap)	<input type="checkbox"/>

**All food cooking and preparation areas must be behind counters away from public access  
OR  
Protected with Sneeze Guards**

<b>Food Booth areas:</b>	Must be enclosed on all sides to prevent	<input type="checkbox"/>
	Public Access (eg tables with skirt to floor or fencing)	

<b>Flooring:</b>	Concrete/Asphalt	<input type="checkbox"/>
	Wood (plywood)	<input type="checkbox"/>
	Cleanable Mats (plastic/rubber)	<input type="checkbox"/>

NOTE: Flooring **can not** be grass, gravel, dirt, carpet or anything similar

<b>Overhead Covering:</b>	Tent/Canopy	<input type="checkbox"/>
	Umbrella	<input type="checkbox"/>
	Building structure (roof)	<input type="checkbox"/>

<b>Condiments:</b>	In Original containers:	<input type="checkbox"/>
	In Clean dispensing Containers	<input type="checkbox"/>
	(with Covers/lids)	

<b>Garbage Removal</b> (Whichever Applies)	Provided by organizer	<b>X</b>
	On site lined receptacle	<input type="checkbox"/>
	Other: _____	<input type="checkbox"/>

The role of the Brant County Health Unit is to ensure the safety of the public at all special events with respect to foods served and prepared. Requirements fall under the Brant County Health Unit “Special Event Guidelines” and the “Ontario Food Premise regulation (O.R. 562)” under the Health Protection & Promotion Act.

It is the responsibility of the food vendor/operator to comply with all Regulations, Guidelines and any other requirements set out by the Brant County Health Unit to ensure public safety is met.



Appendix "E"  
Washing Station Handout *(For Information Only)*

## SPECIAL EVENTS TEMPORARY HAND WASHING STATION

***This is an example of how your set up may be put together  
for operation of your event:***



### **BRANT COUNTY HEALTH UNIT**

194 Terrace Hill St., Brantford, ON N3R 1G7  
(519) 753-4937 | [www.bchu.org](http://www.bchu.org)

