

Special Events – Vendor Form

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Food Vendor Requirements

- Review the Special Events Food Vendor Guide prior to completing this application form.
- This application must be submitted **at least fourteen (14) days** prior to the event.
- Food truck/trailer vendors are required to submit a recent food safety inspection report, a copy of a Food Handler Certificate, and copy of their business licence with this application.
- Temporary food booth vendors will be required to submit a site plan.

Event Information:

Name of event	
Date(s)	
Location	

Food Vendor Information:

Vendor business name	
Owner/Operator name	
Address	
Phone number	
Email address	

Food Menu Items

All food items must be obtained from an approved source (e.g., grocery store), or prepared in an inspected and approved food premises.

Food Handling

How are the above food items prepared?

- Pre-packaged items only (no food preparation will be occurring)
- Cooked on-site
- Pre-cooked (provide name and address of locations below)

Name of certified food handlers:

Food Vendor Set-up Information

(Either Option 'A' or 'B')

Option A: Mobile Food Premises (i.e., Food Truck or Trailer)

Please confirm that the below requirements will be met:

- Plumbed dedicated hand wash sink, supplied with a soap dispenser and paper towel dispenser
- Supply of hot and cold potable water, under pressure

Source of your potable water: _____

- Holding tank for wastewater

Indicate whether your mobile food premise has:

- Two (2) compartment sink with required supplies (e.g., detergent and sanitizer)
- Three (3) compartment sink with required supplies (e.g., detergent and sanitizer)
- Mechanical refrigeration at $\leq 4^{\circ}\text{C}$ (40°F) equipped with accurate indicating thermometers
- Hot holding storage unit(s) (if applicable) to maintain foods at 60°C (140°F) or higher
- Probe thermometer(s)
- Approved premixed sanitizer with clean wiping cloths
- Mixed sanitizer solutions in spray bottles

Indicate type of sanitizer:

Chlorine

Quat-based

Iodine

Other: _____

- Sanitizer test strips
- Multiple sets of clean serving utensils stored in a sanitary manner
- Clean outer garments (i.e., apron/chef coat), and hats/hairnets for food handlers
- Food protected from potential contamination (i.e., covered, elevated off the floor/ground, etc.)
- Ice from approved source, stored in food grade container and protected from contamination
- Adequate garbage receptacles
- Premises maintained in good condition and sanitary manner

Note: Submit a recent food safety inspection report, a copy of a Food Handler Certificate, and copy of business licence with this application.

Option B: Temporary Food Booth Checklist

Please confirm that the below requirements will be met:

Indicate the type of overhead covering to be used for food booth:

- Roof
- Tent
- Canopy
- Other: _____

- BBQ's will be placed along exterior of overhead covering

Food booth flooring will consist of:

- Asphalt or concrete
- Wood
- Other: _____

- Portable freestanding hand sink supplied with a soap dispenser and paper towel dispenser (refer to Special Events Food Vendor Information Guide).

- Supply of hot and cold potable water

Source of your potable water: _____

- Holding container for wastewater

Indicate whether your mobile food premise has:

- Two (2) compartment sink with required supplies (e.g., detergent and sanitizer)
- Three (3) compartment sink with required supplies (e.g., detergent and sanitizer)

- Mechanical refrigeration at $\leq 4^{\circ}\text{C}$ (40°F) equipped with accurate indicating thermometers

Other, please explain: _____

- Hot holding storage unit(s) to maintain foods at 60°C (140°F) or higher

- Probe thermometer(s)

Approved premixed sanitizer with clean wiping cloths

Mixed sanitizer solutions in spray bottles

Indicate type of sanitizer:

Chlorine

Quat-based

Iodine

Other: _____

Sanitizer test strips

Multiple sets of clean serving utensils stored in a sanitary manner

Clean outer garments (i.e., apron/chef coat), and hats/hairnets for food handlers

Food protected from potential contamination (i.e., covered, elevated off the floor/ground, etc.)

Ice from approved source, stored in food grade container and protected from contamination

Adequate garbage receptacles

Note: The food booth is to be maintained in good condition and sanitary manner.

Site Plan

Provide a site plan for your booth indicating/labelling where equipment, sinks, refrigeration, etc. will be located.