

Application for Special Event Permit

Unique Identifier Number

This application can be submitted to any SMDHU office.
Note: Must be submitted 10 days prior to event

ANSWER ALL QUESTIONS ON THIS APPLICATION

For Office Use Only	
Office	PHI Inspector: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Date:	Risk Assessment High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>

Section A Applicant Information			
Name of Event			
Name of Applicant: (individual or organization)	Home Phone:	Business Phone:	Cell or E-mail address:
Applicant mailing Address: (number, street, town, city, municipality, po box, postal code)			
Name of Person responsible for Food Safety :	Home Phone:	Business Phone:	Cell or E-mail address:
Food Safety Co-ordinators Mailing Address: (number, street, town, city, municipality, po box, postal code)			
Food Safety Co-ordinator: Certified Food Handler <input type="checkbox"/> Employed in the Food Industry <input type="checkbox"/> Community Food Advisor <input type="checkbox"/> Homemaker <input type="checkbox"/>		Formal Food Safety Training Courses Taken: NSTP <input type="checkbox"/> Proton <input type="checkbox"/> In Good Hands <input type="checkbox"/> Other <input type="checkbox"/>	
Section B Event Information			
Name of premise/property where event is to be held:			
Address of event location:	Township:	Lot:	Concession:
Will alcohol be served or consumed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are Tickets to be sold to the public for event?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the event for invited guests only?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
List the date(s), start and finish times, room(s)/ location and estimated attendance of event.			
Date	Start and Finish Time (a.m/p/m)	Room/Area/Location	Estimated Attendance
Type of Event:			
Community Festival <input type="checkbox"/>	Reception <input type="checkbox"/>	Tournament/Sports <input type="checkbox"/>	
Fundraising <input type="checkbox"/>	Consumer Trade Show <input type="checkbox"/>	Diplomatic/Significant <input type="checkbox"/>	
Note: The Temporary Food Premises permit must be posted during the event. The person responsible for the food Co-ordination must report any complaints of foodborne illness to the Simcoe Muskoka District Health Unit.			

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Note: Below, please record the foods, the source of food and the type of equipment to be used.

Section C <i>Food and Equipment List</i>				
Foods	Approved Sources	Cold Holding Equipment	Cooking Equipment	Hot Holding Equipment

Note: Please check mark yes or no to each item provided and provide additional details under comments if necessary

Section D <i>Temporary Food Premises Checklist</i>			
Item List	Yes	No	Item List Comments
Water Supply			Source:
Running hot & cold water			
Disposable gloves			
Handwashing facilities			
Sanitizer			Type:
Probe thermometer			
Refrigerators			
Freezers			
Cooking Equipment			
Hot holding equipment			
Utensil washing facilities			Method:
Garbage disposal			
Single service dishes			
Aprons			
Public Washrooms			
Portable Washrooms			
Booth floors			
Booth walls			
Booth ceiling			
Lighting			
Sanitizer test strips			
Signature of Applicant		Position held in Organization	Date

Personal information on this form is collected under the authority of the Health Protection and Promotion Act (HPPA) for the purpose of processing an application made under Section 22.1 of the HPPA. Questions about the collection of personal information should be directed to the Director of Administrative Services, SMDHU, 15 Sperling Dr. Barrie ON L4M 6K9, telephone 705-721-7330.

Please read these instructions carefully and retain this information

What is a Special Event Permit?

Under the *Health Protection and Promotion Act in the Province of Ontario*, it is the duty of every Medical Officer of Health to inspect or cause the inspection of any food premises and any food and equipment thereon or therein.

Every person who operates a food premise shall maintain and operate the food premises in accordance with the Regulations.

Exemptions:

- 2.(1)(c) This Regulation applies to all food premises except, churches, services clubs and fraternal organizations that,
- i.) prepare and serve meals for special events for their members and personally invited guests, and
 - ii.) conduct bake sales

If the event is not exempt under the Regulations, then a Special Event Permit is required.

As these events are usually staged outside, all of the amenities are not readily available. It is important that the intent of the Regulations be upheld to prevent participants from becoming ill due to food poisoning.

Every person who intends to commence to operate a food premise shall give notice of the person's intention to the Medical Officer of Health of the Health Unit in which the food premise will be located.

The Special Event Permit allows an inspector to review your menu items to ensure that:

- a) someone with knowledge of safe food preparation is in charge and that,
- b) food safety procedures are being practiced

There are approximately 500,000 cases of food poisoning in Canada every year and the effects can result in lasting disabilities or even death.

A public health inspector under the Act may seize food when, in his or her opinion upon reasonable and probable grounds, that the condition of the food is a health hazard and he or she may destroy or dispose of the food or cause it to be destroyed or disposed of.

Your Responsibilities

It is the responsibility of the organization/associations to have in place a person with sufficient skills and training to oversee the food preparation for the event. This person will be known as the Food Safety Co-ordinator for the event.

This person will ensure that safe food handling procedures are in place and the conditions of the permit are enforced.

The Food Safety Co-ordinator is to report any complaints of foodborne illness to the Health Unit upon notification.

Permit applications should be submitted to the Health Unit for review 10 days prior to the event taking place.

Premise Guidelines

You must ensure that the location where the event is to take place is in compliance with fire, police, municipal and LLBO requirements. Obtain this information from the premises owner or manager along with confirmation that the building has been inspected by the proper authorities.

- The maximum capacity of the premises may be posted under LCBO or fire requirements and may not be exceeded during the event.

Personal Hygiene

Those personnel involved in the preparation and serving of all food shall:

- a) not use tobacco while so engaged;
- b) be clean;
- c) wear clean outer garments;
- d) wash his or her hands before returning to work after each use of a sanitary facility or at any other time when possibly contaminating the hands, such as handling garbage, and especially after handling raw foods, and before serving cooked foods.

Cleaning and Sanitizing

- a) Utensils such as bowls, tongs, spatulas, cutting boards, pots and pans etc., shall be washed, rinsed, and sanitized as often as necessary to maintain them in a clean and sanitary condition. Keep additional clean utensils available if due to temporary situation, proper cleaning and sanitizing cannot be carried out on-site.
- b) Multi-service articles such as forks, knives, spoons, glasses, cups, plates, etc., shall be washed, rinsed, and sanitized after each use. Disposable dishes are acceptable.
- c) Food preparation surfaces, counter-tops, and any food contact surface shall be washed, rinsed and sanitized as often as necessary to maintain them in a clean and sanitary condition.

Cross Contamination

- a) Avoid Cross-Contamination between raw and cooked foods; keep utensils and equipment used for preparing raw food away from the handling and service area for cooked food. Wash hands after handling raw foods, before serving cooked foods.
- b) Keep all foods protected from contamination such as dust, dirt, flies and insects, sneezing, coughing, and touching by customers. For example all cold hazardous foods shall be stored at 4°C (40°F) either under mechanical refrigeration or coolers with ice. Not in open boxes at room temperature
- c) Provide adequate garbage containers and washroom facilities at your function

Food Safety Review

Hazardous Food

Hazardous foods are the focus of a food safety program. These foods support the growth of disease causing organisms (Pathogens). Some of these foods are poultry, meat, fish, gravy, rice, mixed salads, dairy products and cream-filled desserts.

Critical Control Points

CCP (critical control points) are stages in food preparation where proper food handling can reduce or eliminate pathogens or other contaminants.

Danger Zone

The danger zone is the temperature between 4°C (40°F) and 60°C (140°F). Keep hot foods hot and cold foods cold.

Below are important Critical Control Points (CCP's) to monitor with Hazardous Food

PRODUCT FLOW SOURCE	<ul style="list-style-type: none"> Use Pasteurized dairy products Buy meat and poultry from federally and provincially inspected establishments Do not use cracked eggs Do not use spoiled food
STORAGE	<ul style="list-style-type: none"> Keep food at 4°C (40°F) or colder (keep all foods wrapped in storage) Freeze foods to -18°C (0°F) or colder Separate raw and cooked food Store cooked food above raw food Date and label stored food
THAWING	<ul style="list-style-type: none"> In a refrigerator unit at 4°C (40°F) or colder (store all foods min 6" – 15 cm above floor) Under cold running potable water, or In a microwave oven, only when the food will be cooked immediately
FOOD PREPARATION	<ul style="list-style-type: none"> Do not allow food to remain in the danger zone for more that a total of 2 hours Wash hands frequently, especially after using the washroom, after handling raw food and before handling ready-to-eat food. Wash and sanitize all surfaces, which food has touched, between each use
MINIMUM INTERNAL FOOD COOKING TEMPERATURE	<ul style="list-style-type: none"> Cook whole poultry and poultry stuffing to 82°C (180°F) Cook poultry products, ground poultry to 74°C (165°F) Cook pork to 71°C (160°F) Cook ground meats, other than ground poultry to 71°C (160°F) or hotter until grey or brown throughout or unit meat juices run clear Cook fish to 70°C (158°F) Cook all other hazardous foods to 74°C (165°F)
HOLD FOR SERVICE	<ul style="list-style-type: none"> Hold hot foods at 60°C (140°F) or hotter Hold cold food at 4°C (40°F) or colder

Reheating Cooked* Reheat cooked food quickly to 74°C (165°F) or hotter before serving (cook only what is required and avoid leftovers).

Notes:
