

SPECIAL EVENTS FOOD VENDOR FORM

MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 14 DAYS PRIOR TO EVENT

Food concession may not operate until site inspection approval is granted.

Event Name _____ Event Organizer Name _____

Caterer/Contact Person _____ Telephone (H) _____

Contact Address _____ (W) _____

Concession/Booth Name _____ Event Dates & Times: _____

Location _____ Set up Date & Time: _____

Menu Items: _____

Approved Food Suppliers: _____

VENDOR SETUP QUESTIONNAIRE:

1. Type of set-up:

- Tent
- Hot dog cart
- Mobile food truck
- Indoor facility
- Other: _____

2. Where will the majority of the food preparation occur?:

- On-site at the event
- Off site, at: _____

3. How will hazardous food items be transported to the event?:

4. What type of water supply will be used?:

- Municipal or hauled water
- Well (*Attach copy of last well water result*)

5. Will there be a separate hand wash basin in the food preparation/serving area?:

- Yes - Plumbed or Portable Hand wash sink
- Yes - Jug/coffee urn with Spigot
- Yes - Other _____
- No - A hand wash basin is not applicable to this type of food booth

6. If there will be a hand wash basin, do you have a supply of liquid hand soap and paper towels available to use?:

- Yes No

7. Wastewater disposal method: _____

8. Will there be cooking performed on-site at the event?:

- No
- Yes- Type of equipment used (ie: BBQ): _____

9. If applicable, how will you keep cold hazardous food items below 4°C?:

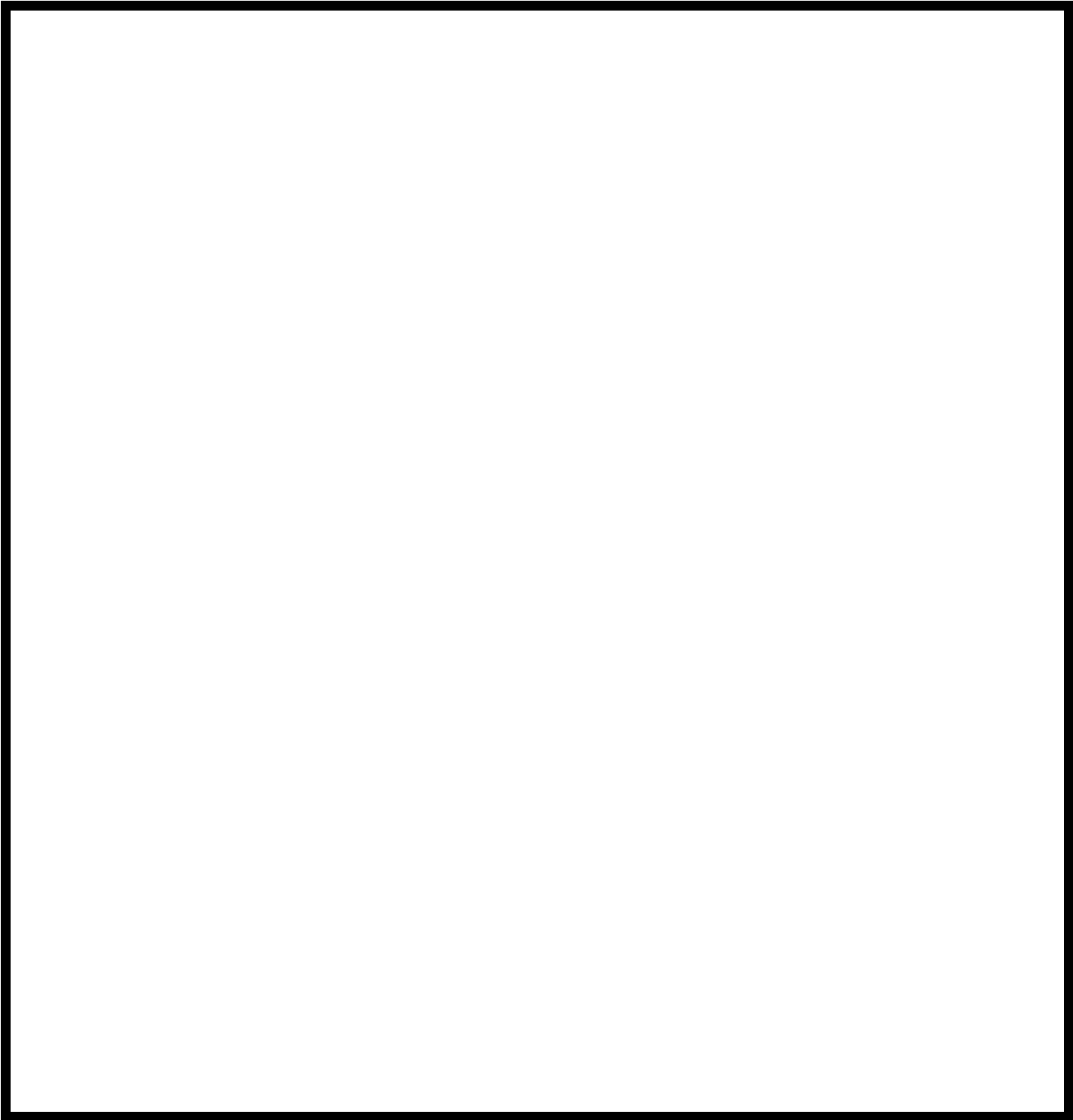
- Fully bury items in ice in a cooler with a thermometer
- Refrigeration unit with a thermometer
- Other: _____



- 10. If applicable, how will you keep warm hazardous food items above 60°C?:**
 Chafing Dish with thermometer
 Electric Warmer with thermometer
 Crock Pot with thermometer
 Other: _____
- 11. If applicable to your operation, do you have a probe thermometer to monitor the internal temperature of hazardous food items?**
 Yes No
- 12. How will you be disposing of any garbage produced during the event?**

- 13. How will you protect the food items that you will store or display at the event? (ie: sneeze guard, closed containers, etc):** _____
- 14. Will there be a need for dishwashing on-site? (check the box that applies):**
 Yes - the on-site sink set up will be: _____
 No - all utensils used are single- use and will be disposed of
 No - dishes will be washed off-site in an inspected kitchen
- 15. What method of disinfection do you plan to use for equipment and utensils?**
 Bleach solution
 Quat solution
 Other: _____
 Not Applicable
- 16. Will you have test strips on-site to test the concentration of sanitizers?**
 Yes No
- 17. Are you claiming exemption from the food premise regulation? (See fact sheet for more details on exemptions)**
 Yes No
- 18. If you are claiming exemption from the food premise regulation, will any of the food being served at your event be prepared at a premise which has not been inspected in accordance with the food premise regulation (ie: someone's private home)?**
 Yes No Not applicable
- If **YES**, then you **must** do the following: Post the *Notice to Patrons Sign* and complete the *Donor List* of the food prepared. (**Note: Signs will be sent when your application has been approved**)
- 19. Has your operation been inspected by a different health unit within the last year?**
 No Yes - *please attach a copy of your latest inspection report to this application*
- 20. Please include a diagram of your floor plan for any outdoor food booths on the following page. Ensure to include any hand wash stations, sinks, food storage areas (including hot/cold storage) and garbage disposal.**

Food Booth Diagram:



Final Comments: _____

Date: _____

Vendor's Signature: _____

Date: _____

P.H.I.'s Signature: _____

Approved: Yes () No ()

FPR Exempted: Yes () No ()

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