



Hamilton

City of Hamilton  
Health Protection Division  
Attention: Special Events  
Public Health Services  
110 King St W, 2<sup>ND</sup> Fl  
Hamilton, Ontario L8P 4S6

**SPECIAL EVENT APPLICATION FOR  
FOOD VENDORS**

**EVENT NAME:** \_\_\_\_\_

**EVENT DATES:** \_\_\_\_\_

**EVENT TIME/DURATION:** \_\_\_\_\_

**2015 - VENDOR INFORMATION**

**(To be completed by each food vendor attending)**

**NAME OF FOOD VENDOR:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PHONE: (B)** \_\_\_\_\_ **(H)** \_\_\_\_\_ **(C)** \_\_\_\_\_

**Are you a first time participant of an event in Hamilton?** ☐ **YES** ☐ **NO**

**What was the last event attended in Hamilton?** \_\_\_\_\_

**Are you an out of town vendor?** ☐ **YES** ☐ **NO**

If yes, attach most recent Health Inspection Report (within 4 months of this event)

**Vendor will be set up in:** ☐ **Food Booth /Tent** ☐ **Indoor Facility**

☐ **Mobile Food Trailer Ontario Plate#** ☐ \_\_\_\_\_ **City of Hamilton Plate #** ☐ \_\_\_\_\_

**Establishment where food is prepared:** \_\_\_\_\_

**Contact person of Establishment:** \_\_\_\_\_

**Address of Establishment:** \_\_\_\_\_

**Phone Number of Establishment:** \_\_\_\_\_

Menu Items	Brief Description of Preparation on Site

**REFER TO YELLOW BOOKLET ON WEB-SITE PRIOR TO COMPLETING THIS SECTION.**

How will food be kept hot on site? \_\_\_\_\_

How will food be kept cold on site? \_\_\_\_\_

How will food be kept hot or cold during transportation? \_\_\_\_\_

How will hazardous food temperatures be verified? \_\_\_\_\_

Describe your handwashing setup and method of wastewater collection at your booth:

Describe how utensils and equipment will be washed, rinsed and sanitized, what sanitizer will be used: \_\_\_\_\_

#### **NOTE**

- 1) No home prepared foods can be used, sold or given away.
- 2) All major food preparation (ie. Foods that require much handling, chopping, cutting, wrapping) must be completed in an approved kitchen facility.
- 3) Raw poultry, raw seafood, and raw ground meat is not permitted on site at Special Events.

I have received and read the Special Events Information Package provided. I understand the requirements for food vendors at Special Events in the City of Hamilton.

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

**Note: You may be required to have a refreshment vehicle license to operate in the City of Hamilton. Please contact the Municipal Law Enforcement at 905 546 2782 to obtain further information.**

For current information on requirements for food vendors, please go to <http://www.hamilton.ca/healthandsocialservices/publichealth/foodsafety/specialevents.htm>  
For further Information, please contact, Public Health Services for The City of Hamilton at (905) 546-2424 ext. 3583