



# Toronto Public Health

## Special Event

### Part 1 - Temporary Food Establishment Application (For Food Vendor)

The following application is to be completed by every food vendor and forwarded to the event organizer. \*\*\* All Applicable Fields must be Completed in Full \*\*\*

Name of the event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_  
(Municipal Address, Park Name or Street Closure Details)

Event organizer/organization: \_\_\_\_\_

#### Vendor Information (Please Print)

<b>On-site contact person:</b>	
<b>Phone /Cell #:</b>	
<b>Booth Name:</b>	
<b># of Certified Food Handlers that will be on-site:</b> (Note: Food handlers MUST have a copy of the Food Handler Certification with them while working at the event)	
<b>Business Owner Name:</b>	
<b>Business Owner Address:</b>	
<b>Business Phone:</b>	<b>Business Fax:</b>
<b>Hours of Operation:</b>	<b>Municipal License Number:</b>
<b>Start Date:</b>	<b>End Date:</b>

#### Vendor's List of Food Suppliers (Please Print)

<b>Name of Supplier:</b>	
<b>Contact Person:</b>	
<b>Address:</b>	
<b>Phone :</b>	<b>Fax:</b>

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<b>Address:</b>	
<b>Phone :</b>	<b>Fax:</b>

**Type of Foods being Prepared/Served**

Complete, in full, “Part 2 -Special Event Vendor Information Sheet”.



**Part 2 – Special Event Vendor Information Sheet**

(Note: Use multiple sheets if needed)

Food Item (description of food and ingredients)	How is it prepared?	Where is it prepared? 1. Name of Restaurant/Kitchen 2. Address 3. Telephone Number 4. Contact Name at location	Will it be pre-cooked for the event? ( YES / NO)	Will it be cooked on-site? ( YES / NO)	Will the food be transported HOT or COLD?	What type of container will be used to transport food(s) to maintain temperatures?	How will the temperatures of foods be kept at the special event location?
		1. 2. 3. 4.					
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		1. 2. 3. 4.					

**Additional Information:** Hand washing Facilities – How will they be set up on site and what supplies will be provided?

Sanitizing Solutions – (i.e., bleach & water, NOT hand sanitizer) How will this be provided on site? List supplies that will be used.

## **Part 3 – Special Event Vendor Booth**

Provide a drawing of your booth layout, including: equipment to be used, hand wash sink(s), equipment sink(s), electricity (or other power), water sources, grey water disposal, food storage units, etc. Also, indicate what type of canopy or cover may be used to protect the food. (If available please provide an electronic copy.)