

## Special Events Coordinator's Application

<b>Co-ordinator's Information</b>	
Contact	
Organization	
Phone	
Fax	
E-mail	
Street	
City/Town	
Postal Code	
<b>Event Information</b>	
Name of Event:	Yearly Event? Y___ N___
Location(s) of Event	__ Indoor __ Outdoor (Specify Address)
Date of Event	Start: ___ D ___ M ___ Y Finish: ___ D ___ M ___ Y
Expected Daily Attendance	
Daily Operating Hours	AM/PM _____ to _____ AM/PM
If more than one day, indicate event hours for each day of the event	
Number of Food Vendors	
Number of Animal Attractions:	Supplying Hand wash basins? Y___ N___
<b>Water Supply</b>	
Safe Water Supplied	__ Y __ Not Required
Source	__ Municipal __ Bottled __ Water Truck __ Other (Specify)
<b>Food Storage</b>	
Dry Storage	__ Y __ Not Required (Specify)
Refrigerated Truck Supplied	__ Y __ Not Required (Specify)
Freezer/Other Refrigerated Storage	__ Y __ Not Required (Specify)
<b>Power Supply</b>	
Hydro	__ Y __ Not Required
Portable Generator	__ Y __ Not Required
<b>Washrooms</b>	
Portable Toilets	__ F __ M __ Urinals (Indicate Numbers)
Portable Hand Sinks	__ F __ M (Indicate Numbers)
Permanent Toilets	__ F __ M __ Urinals (Indicate Numbers)
Permanent Hand Sinks	__ F __ M (Indicate Numbers)
<b>Waste Disposal</b>	
Container for Garbage	__ Y __ Not Required
Container for Grease	__ Y __ Not Required
Container for Waste Water	__ Y __ Not Required

**Notice with Respect to the Collection of Personal Information (Municipal Freedom of Information & Protection of Privacy Act)**

Personal information on this form is collected under the authority of the Health Protection and Promotion Act, R.S.O. 1990 c.H.7, s.5. To administer Halton Region's Food Safety Inspection program and facilitate inspection of food premises. Questions about this collection may be addressed to the Halton Region Health Department, Environmental Health, 1151 Bronte Rd., Oakville, Ontario L6M 3L1 Tel: 905-825-6000 Toll Free: 1-866-442-5866.

## Vendor Registration List

Name of Vendor	Mailing Address (including street address and city)	Phone Number(s)

<i>For Office Use Only</i>
<i>Reviewed by:</i>
<i>Approved on:</i>

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## Site Plan

Include location of food vendors, water sources, power sources, washroom/hand wash facilities, waste disposal, septic systems, topographical characteristics (i.e. ponds, streams, roads) and any other details that may be necessary to properly assess the site. You may provide a copy of your own site plan.

A large, empty rectangular box with a thin black border, intended for the user to draw or provide a site plan. The box occupies the majority of the page below the text instructions.