## **Special Events Coordinator's Application**

Co-ordinator's Information		
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	IndoorOutdoor (Specify Address)	
Date of Event	Start:DMY Finish:DMY	
	Start: D M Y Finish: D M Y	
Expected Daily Attendance	AM/PM to AM/PM	
Daily Operating Hours  If more than one day, indicate	AM/PMtoAM/PM	
event hours for each day of the		
event hours for each day of the		
Number of Food Vendors		
Number of Animal Attractions:	Supplying Hand wash basins? Y N	
Water Supply	Supplying Hand Wash Sushis. 1 N	
Safe Water Supplied	YNot Required	
Source	MunicipalBottledWater TruckOther (Specify)	
Food Storage		
Dry Storage	YNot Required (Specify)	
Refrigerated Truck Supplied	YNot Required (Specify)	
Freezer/Other Refrigerated Storage	YNot Required (Specify)	
Power Supply	1Not Required (Speeny)	
Hydro	YNot Required	
Portable Generator	YNot Required	
Washrooms	1Not Required	
Portable Toilets	FMUrinals (Indicate Numbers)	
Portable Hand Sinks	FM (Indicate Numbers)	
Permanent Toilets	FMUrinals (Indicate Numbers)	
Permanent Hand Sinks	FM (Indicate Numbers)	
Waste Disposal		
Container for Garbage	YNot Required	
Container for Grease	YNot Required	
Container for Waste Water	YNot 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)
	· · · · · · · · · · · · · · · · · · ·	
For Office Use Only		

For Office Use Only
Reviewed by:
Approved on:

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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.				