

Notification of Food Service at Special Events Ottawa Public Health



Event Information:

Event name: _____

Event address: _____

Event date: _____

Event Coordinator Information:

Name: _____

Address: _____

Phone numbers: Day: _____ Evening: _____ Cell: _____

Vendor Information:

Operator/Owner: _____

Business name: _____

Address: _____

Phone numbers: Day: _____ Evening: _____ Cell: _____

Check the items that apply to your food premise:

- Food and drinks prepared on-site (at event grounds)
- Food prepared off-site. *If prepared off-site, indicate name address and phone number of location where food was purchased and/or prepared.*

Name: _____

Address: _____

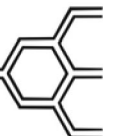
Phone numbers: Day: _____ Evening: _____ Cell: _____

- Serviced site (hydro, water, utilities provided)
- Un-serviced site (no utilities provided)

Method of food storage during transport:

- refrigerated truck
- coolers with ice
- thermal containers
- other: _____

- **Hazardous hot foods must be maintained at 140° F/60° C or higher**
- **Hazardous cold foods must be maintained at 40° F/4° C or lower**
- **An accurate indicating thermometer is required for cold holding units**





Indicate by checking box for Serviced or Un-serviced

Handwashing Station Information

- If Serviced site (hydro & water provided)- Requirements:**
 - Hot and cold running water under pressure
 - Liquid soap in dispenser
 - Supply of single service paper towels

Handwashing Station Information

- If Un-Serviced site (hydro & water not provided) - Requirements:**
 - Air pump thermos or jug with warm water and a push button or turn spout
 - Bucket to collect grey water
 - Liquid soap in dispenser
 - Supply of single service paper towels

Indicate by checking box for Serviced or Un-serviced

Utensil Washing

- If Serviced site (hydro & water provided) - 2-compartment sink – Requirements:**
 - Hot and cold water under pressure
 - Liquid dishwashing soap
 - Sanitizing agent for 2nd compartment (e.g. bleach)
 - Use of single service items
 - Separate utensils for raw and cooked foods

Utensil Washing ***

- If Un-Serviced site (hydro & water not provided) – Requirements:**
 - An ample supply of clean Multi-Service Utensils must be provided (e.g. tongs, spatulas, lifters, etc...) – Must be stored in a sanitary manner.
 - Used utensils to be washed, rinsed and sanitized after the Event.

Please list all foods and drinks that will be offered for sale:

Food handlers are encouraged to obtain their Food Handler Certification through Ottawa Public Health by contacting 613-580-6744, ext. 26160 or visit us at ottawa.ca/health or email us at foodhandlercertifica@ottawa.ca.

Please contact Ottawa Public Health with any questions by calling
613-580-6744, ext. 23476

