

**Special Event**  
**Temporary Food Establishment**



**Vendor Package**

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**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.

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

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

**Vendor Information (Please Print)**

Name of Temporary Food Establishment: \_\_\_\_\_

Business Owners Name: \_\_\_\_\_

Business Owners Address: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date(s) participating: (set up) \_\_\_\_\_ to: \_\_\_\_\_ (breakdown)

Municipal License Number (if applicable): \_\_\_\_\_

Contact Name and Phone Number: \_\_\_\_\_

**Food Supplier(s) of Vendor (Please Print)**

Name of Supplier(s): \_\_\_\_\_

Address: \_\_\_\_\_

Bus. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact Name** \_\_\_\_\_

(If more than one supplier is used please indicate on the back of this form.)

**Type of Foods being Prepared/ Served**

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

## Part 2 – Special Event Vendor Information Sheet

Food Item	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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**Additional Information:**

1. **Hand washing Facilities** – How will they be provided on site? Please list the supplies that will be used.

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2. **Sanitizing Solutions** – How will they be provided on site? Please list supplies that will be used.

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## Definitions

- as printed in Ontario Regulation 562, as amended under the Health Protection and Promotion Act R.S.O., 1990 c.H.7

- a) **“employee”** means any person who, is employed in a food premise, and handles or comes in contact with any utensil or with food during its preparation, processing, packaging, service, storage or transportation;
- b) **“food”** is not limited to, but includes liquids and ice intended for human consumption;
- c) **“food contact surface”** means any surface that food comes in contact with in a food premise;
- d) **“hazardous food”** means any food that is capable of supporting the growth of pathogenic organisms (organisms that are capable of causing disease) or the production of the toxins of such organisms;
- e) **“mobile preparation premises”** means a vehicle or other itinerant food premise from which food prepared therein is offered for sale to the public;
- f) **“multi-service article”** means any container or eating utensil that is intended for repeated use in the service or sale of food;
- g) **“potable water”** means water that is safe for human consumption;
- h) **“pre-packaged foods”** means food that is packaged at a premise other than the premises at which it is offered for sale;
- i) **“sanitizing”** means antimicrobial treatment, and “sanitize” has a corresponding meaning;
- j) **“single-service article”** means any container or eating utensil that is to be used only once in the service or sale of food;
- k) **“structure”** means something that is arranged in a pattern to form a surface appropriate to prepare, serve and store food products (i.e., tables, food vending cart, mobile food premises, kitchen facility)
- l) **“utensil”** means any article or equipment used in the manufacture, processing, preparation, storage, handling, display, distribution, sale or offer for sale of food except a single-service article.

## **Temporary Food Establishment Vendor Package**

To assist you in organizing a safe event, the following minimum requirements have been provided to minimize the possibility of food borne illness. Please ensure that the “Part 1- Special Event - Temporary Food Establishment Application” along with “Part 2 - Special Event Vendors Information Sheet” is completed and forwarded to the event organizer.

A Public Health Inspector will review this information and may contact you to discuss safe food handling practices specific to the foods you are planning to serve.

**All food must be obtained from an approved commercial source. All food must be prepared in a licensed and approved commercial kitchen. Only limited preparation (cooking and associated assembly) is permitted on site. No home prepared or home canned foods shall be used, sold or given away.**

**The following are minimum requirements and are by no means all-inclusive.**

### **(a) Food Preparation and Protection:**

- ◆ Only final cooking is permitted at the site of the event **(i.e. no cutting/chopping of ingredients, marinating, or other forms of food processing or preparation are allowed)**
- ◆ All individual pre-packaged food must be served in their original container.
- ◆ All food while being stored, prepared, displayed or transported to the site must be protected against contamination from dust, insects and other sources. Provide adequate protection by covering the food entirely with a lid, plastic wrap, and aluminium foil or wrap items individually. Where possible provide sneeze guards.
- ◆ Containers of food must be stored at least 15 cm above the ground.
- ◆ Hazardous food must be transported, stored, and maintained at required temperatures. **Cold Foods** must be kept at **5 degrees Celsius or less** and **Hot Foods** at **60 degrees Celsius or greater**.
- ◆ Food probe thermometer(s) must be available to check the internal temperature of hot and cold hazardous food.
- ◆ Thermometers must be provided in all coolers/refrigerators.

- ◆ All meats must be thoroughly cooked to an internal temperature of **74 degrees Celsius or greater**. The meat should not be pink after cooking and the juices should run clear (no blood). **Do not place cooked food on plates or containers that held raw foods.**
- ◆ Hot food storage facilities must be provided for hazardous foods requiring hot storage and shall be capable of continuously maintaining food temperatures at **60 degrees Celsius or greater** (e.g. steam table, rice cooker, B.B.Q., etc).
- ◆ Condiments such as mustard, ketchup, sugar, etc. shall be offered in either individual packages or dispensed from a container which protects the condiments from contamination (e.g. pump dispenser or squeeze bottle).

#### **(b) Food Utensils (Equipment):**

- ◆ Only single service eating utensils such as plastic knives, forks, spoons, paper plates and cups shall be used. Cutlery, plates and cups shall be purchased pre-wrapped and stored in a clean container up above the ground. Cups shall be stored in their original containers and handled only from the bottom of the cup. **Re-use of single service items is prohibited.**
- ◆ Where a 2-compartment sink is not available for washing and sanitizing utensils (spoons, tongs, ladles, ice cream scoops) a sufficient number of wrapped, clean, back-up utensils (4 sets) must be available should the original utensils become contaminated. **Utensils that fall on the ground must not be re-used.**
- ◆ Food contact equipment and surfaces must be smooth, non-absorbent, easily cleaned and protected from contamination.
- ◆ Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be provided and stored in a sanitizing solution (See page 10 “How to Mix Bleach (chlorine) Solution for Sanitizing”).

#### **(c) Water:**

- ◆ Potable water under pressure (gravity fed) must be provided. The supply must be adequate for hand washing, food preparation and equipment cleaning. When a sink or hand wash basin is not available a clean water container must be used (e.g. plastic jug with spigot). All wastewater must drain into a leak-proof container/tank. Arrange for sanitary disposal of all wastewater.
- ◆ If you are hooking up to a water supply, food grade hoses must be used.

#### **(d) Ice:**

- ◆ All ice must be transported, stored and dispensed in a sanitary manner. Ice must be obtained from an approved source.
- ◆ Ice must be stored in single service closed containers or bags to prevent contamination.
- ◆ Tongs and scoops used to dispense ice must be stored a container or cup outside of the ice.
- ◆ **Ice for consumption must not be touched directly with the hands.**

#### **(e) Personal Hygiene:**

- ◆ Hand washing facilities must be provided at each temporary food establishment. Where a sink or hand wash basin is not available a clean container with a spigot at the bottom may be used.
- ◆ Liquid soap in a dispenser and paper towels must be provided.
- ◆ All food handlers must wash their hands with clean water and soap before starting work, after each visit to the toilet, after smoking, handling garbage, handling cash and as frequently as possible to maintain clean hands.
- ◆ All food handlers must wear clean outer clothing and must confine the hair by wearing hairnets, baseball caps, scarves, etc.
- ◆ Eating, drinking, and smoking is prohibited by the food handlers while working in the temporary food establishment.

#### **(f) Toxic Chemicals:**

- ◆ **Toxic chemicals must not be stored in or around the food.** Any chlorine container or chemical container must be clearly marked as to its contents.

#### **(h) Temporary Food Structures:**

- ◆ Food must be prepared and dispensed from a structure. Food preparation and serving area must be kept clean at all times. The structure must have an overhead cover (e.g. canopy, umbrella, and tarp to protect the food from contamination).
- ◆ Back up power should be made available for the operation of your temporary food establishment (e.g. generators).

**(h) Garbage:**

- ◆ Adequate supplies of large plastic garbage bags must be provided.

**(i) General**

- ◆ To protect against health hazards related to the operation of the temporary food establishment, additional requirements may be imposed, and Toronto Public Health staff may prohibit the sale or service of certain hazardous food(s).
- ◆ Temporary food establishments not meeting the requirements of Toronto Public Health will not be allowed to operate.

## **Special Event Check List for Food Vendor**

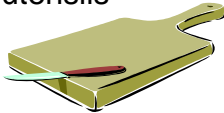
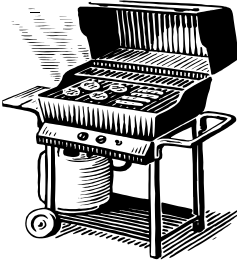
- Food probe thermometer(s) available to check the internal temperature of hot and cold hazardous foods.
- Cold Hazardous foods must be transported, stored and displayed at a temperature of 5 degrees Celsius or less.
- Thermometers for each cooler/refrigerator.
- Hot hazardous foods must be transported, stored and displayed at a temperature of 60 degrees Celsius or greater.
- Platforms for elevating food and paper goods 15cm off the ground.
- Clean container(s) for food storage.
- Roll of plastic wrap or aluminium foil for protecting food.
- Serving spoons, spatulas, tongs, etc., and wrapped backup supply of utensils (4 sets).
- Adequate number of tables with washable surfaces.
- Wiping cloths/ sponges for cleaning and sanitizing preparation and service areas.
- Adequate supply of potable water for hand washing, food preparation and equipment cleaning.
- Leak-proof containers/tanks for the storage of wastewater.
- Ice container and ice scoop.
- Detergent, bleach and bucket.
- Liquid soap in a dispenser and paper towels for hand washing.
- Clean water container(s) with a spigot for hand washing.
- Clean clothes and aprons must be worn at all times in the preparation area.
- Hairnets, caps or other hair restraints must be worn at all times while handling food.
- No eating, drinking / smoking allowed in any food preparation area.
- Adequate supply of large plastic garbage bags.
- Power source/backup supply. e.g. generator, propane burner., etc.

**How to Mix Bleach (chlorine) Solution for Sanitizing**

What you will need to start:



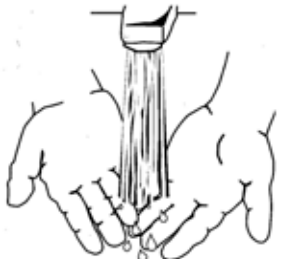


1. Ordinary household bleach solution
2. Teaspoon
3. Measuring cup
4. Spray bottle – label container “sanitizer”

Sanitizing	How to Mix	Solution Strength
<b>Utensils</b> e.g. cutting boards, knives, cooking utensils 	Mix ½ teaspoon of household bleach with 1 litre of water.	100 PPM chlorine solution
<b>Sanitizing Equipment</b> e.g. Coolers, tables, BBQ 	Mix 1 teaspoon of household bleach with 1 litre of water.	200 PPM chlorine solution

**Tips to Remember:**

- Make a new sanitizing solution at the start of your event.
- Do not mix bleach with detergent.
- Using chlorine test strips, check the strength of the solution.
- Discard sanitizing solution every 3 hours or as needed. The strength of the solution will be weaker at the end of the day.

# Handwashing

 <p><b>1. Wet hands</b></p>	 <p><b>2. Soap</b></p>	 <p><b>3. Lather</b> for 15 seconds</p>
 <p><b>4. Rinse</b></p>	 <p><b>5. Air dry hands</b> or use paper towel</p>	 <p><b>6. Turn taps off</b> with paper towel if available</p>

## Always Wash Your Hands

- before and after touching food
- after using the washroom
- after sneezing, coughing or blowing your nose
- after touching pets or handling garbage
- after outdoor activities