

# SPECIAL EVENT APPLICATION

Completed form to be submitted to KFL&A Public Health ten (10) business days before the event

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time \_\_\_\_\_

Location/Address of Event \_\_\_\_\_

Group Sponsoring Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone # (H): \_\_\_\_\_

\_\_\_\_\_ (W): \_\_\_\_\_

\_\_\_\_\_ (Fax): \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

- This function is for:  Members of an organization  
 Personally invited guests  
 The general public  
 Other (explain): \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

## FOOD SERVICE

Who will be preparing food?

Names \_\_\_\_\_ Contact Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will food be prepared? \_\_\_\_\_

When will food be prepared? \_\_\_\_\_

List of foods you would like to serve: \_\_\_\_\_

Supplier of food/raw ingredients: \_\_\_\_\_

How will cold food be kept cold? \_\_\_\_\_

How will hot food be kept hot? \_\_\_\_\_

All hazardous food (dairy products, eggs, meat, poultry, fish, seafood, cooked grains, vegetables and legumes) must be kept cold (4°C or lower) or hot (60°C or higher)

What hand washing facilities are available on site? (Note: These cannot be washroom sinks)

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Type of utensils for public use:  Disposable  
 Multi-use (washable)

Utensils will be cleaned using a:  Dishwasher  
 Two compartment sink  
 Three compartment sink  
 Other (explain): \_\_\_\_\_

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### SANITARY FACILITIES

Number of toilets/urinals and hand basins available on site:

Male: Toilets \_\_\_\_\_ Female: Toilets \_\_\_\_\_  
Urinals \_\_\_\_\_ Hand basins \_\_\_\_\_  
Hand basins \_\_\_\_\_

Will portable toilets be provided? :  Yes → How many? \_\_\_\_\_  
 No

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Recommendations or Comments:

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Public Health Inspector \_\_\_\_\_

Date \_\_\_\_\_

The personal information on this special occasion permit form is collected under the authority of the Health Protection and Promotion Act and will be used for the administration of public health programs. Any questions about the collection of this information should be directed to the Manager, Environmental Health, KFL&A Public Health, 221 Portsmouth Avenue, Kingston, Ontario K7M 1V5, 613-549-1232 ext. 1243, 1-800-267-7875

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02/24/15

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**ENVIRONMENTAL HEALTH FAX: (613) 549-7738**