

# 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)**



**KFL&A**  
Public Health

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

Are toilets and hand sinks available on site?  Yes  No

If no, please indicate the number of portable toilets and portable hand sinks to be provided:

Portable toilets: \_\_\_\_\_

Portable hand sinks: \_\_\_\_\_

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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

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

**EMAIL: [enviro.health@kflpublichealth.ca](mailto:enviro.health@kflpublichealth.ca)**

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