

# 7 Events Organizer Package



**Where to Start?**

## Where to start....

The goal of this package is to assist organizers of a special event to properly complete the Saskatchewan Health Authority approval process necessary to host and organize event. The information in this package outlines the minimum requirements needed to reduce the possibility of illness to those who attend the event.

**Please read through this entire package first**, as it will guide you through the approval process. Failure to read through this package may cause delays and could impact your approval for your special event.

If you have questions, please feel free to contact your local public health inspector for assistance

The following list outlines the basic process an organizer of a event would comply with the Saskatchewan Health Authority requirements.

The remainder of this package will provide greater details for each process and help you complete the necessary forms.

## Event Organizer Responsibilities

- 1 • Review this package
- 2 • Provide all vendors with a copy of the Saskatchewan Health Authority –  
u 7 Event Vendors Package
- 3 • Return this application **30 days prior to**  
• Failure to submit the organizer form at least 30 days in advance may result in your event not being approved to offer food and/or beverage
- 4 • Submit all the Temporary Event Food Service Application forms you have collected from the vendors as one complete package  
• Failure to submit all vendor forms at least 14 days in advance may result in vendor(s) not being approved to operate at your event
- 5 • Organizer (or designate) and all food and/or beverage vendors must be ready for inspection by public health inspectors
- 6 • Ensure that the organizer (or designate) is available during the event should the public health inspector need to discuss issues or concerns. **Include their emergency contact phone number (cell) on the organizer form**

# **Organizer Checklist**

- Complete the Event Organizer Application form and **submit at least 30 days prior to event**
- Collect all Vendor Application forms and **submit at least 14 days prior to event**
- Notify all food/beverage vendors that they must be set up at least one hour prior to the start of the event
- Provide food/beverage vendors any equipment or services previously agreed upon in order for the vendors to meet the Saskatchewan Health Authority licensing requirements
  - Example: Event Organizer may provide potable water lines, handwashing sinks and supplies, power, wastewater disposal, dishwashing sinks and/or locations to do food preparation
- Provide an adequate number of toilet facilities and/or port-a-potties equipped with hand hygiene supplies (i.e. soap & paper towel from dispensers) in appropriate locations
- Arrange for regular solid waste collection, removal and disposal and provide their contact information
- Ensure food/beverage vendors understand all restrictions the event organizer may have that would impact the handling of food and preparation.
  - Example: No frying and grease laden vapours inside of venue without proper ventilation
- When applicable, ensure wastewater holding tanks and an approved means of disposal are available to the vendors at all times

## **Vendor Education**

All persons involved in the preparation, selling or offering of food/beverage are strongly encouraged to attend a food safety training course. It is required that at least one person who has successfully completed a recognized food safety course be on site at all times. Information on food safety training and can be found [www.sant.ca](http://www.sant.ca).

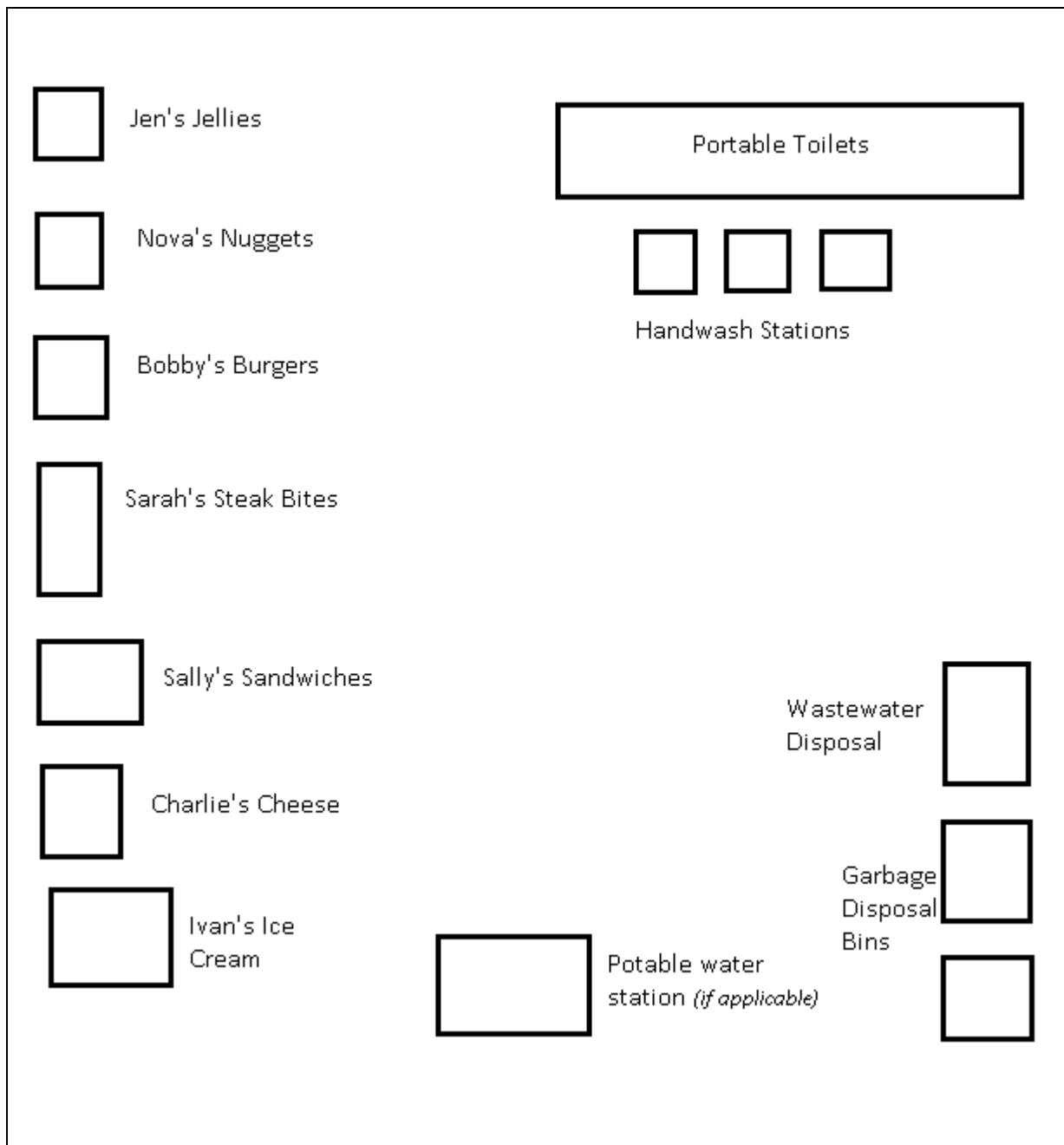
## **Other Activities**

Please notify a public health inspector or indicate on your application form if there will be other services available at your event that may impact public health such as tattooing (including henna), piercing, petting zoos, etc.

## Site Map

Provide a site map as part of the Special Event Organization Application, indicating all food/beverage vendor locations, source of water, garbage/wastewater disposal sites and toilet facilities. Ensure to include a legend including the names of each vendor, where applicable.

**Example:**



**TEMPORARY FOOD SERVICE EVENT ORGANIZER FORM**

**Event Information**

Name of Event:	
Event Organizers Name:	Cell # Email Address:
Event Day Contact Person:	Cell #
Event Date(s):	Time(s) of Operation:
Event Location (Address):	
Expected Number of Vendors:	Site Map / Diagram Provided (page 7) : <input type="checkbox"/> Y
Expected Total Attendance:	
Venue Type:      Public Park      Street Festival      Mall      Other (specify)	

**Water Supply**

Potable water supplied to vendors:      Y      N		<i>(if yes, complete question on the source of the water)</i>	
Potable Water Source:      Municipal      Commercially Bottled      Well			
Water lines: Food-grade material      Y      N		Backflow devices provided:	<input type="checkbox"/> Y <input type="checkbox"/> N
Hauled Municipal Water (provide contact name & cell #):			
Comments:			
Ice supplied to vendors:      No      Yes <i>(if yes, source of ice):</i>			

**Public Washrooms and Hand washing Basins**

Who is responsible for supplying washrooms and hand washing basins:							
Portable Toilets	<input type="checkbox"/> Y	<input type="checkbox"/> N	Number:_____	Portable Hand wash Basins	<input type="checkbox"/> Y	<input type="checkbox"/> N	Number:_____
Permanent Toilets	<input type="checkbox"/> Y	<input type="checkbox"/> N	Number:_____	Permanent Hand Wash Basins	<input type="checkbox"/> Y	<input type="checkbox"/> N	Number:_____

## Waste Water

Method of waste water/sewer disposal:

Hauled Waste Water (provide contact name & cell #):

## Utensil Washing

## Garbage

Garbage cans/bins available:	Yes (specify number) <input type="text"/>	No <input type="checkbox"/>
Garbage will be disposed of daily:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Garbage is the responsibility of each vendor:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Power

Are you supplying power to the vendors:	Yes	No	
Back-up power available (example. Generator)	Yes	No	If yes, number _____
Refrigerated truck(s) available:	Yes	No	If yes, number _____
Contact number for Electrician <u>on site at the event</u> (name & cell #):			

### **Other Information:**

Will there be any vendors that perform personal services such as tattooing, body piercing, nails or other esthetics?

Y      N

**If yes to tattooing or body piercing,** you will be required to complete the ***Body Art Temporary Facility Checklist*** – available from the Environmental Public Health Office

**Site Map**



**Vendor Information** (*If more than 10 vendors please submit a separate sheet including all of the information below*)

Food Booth Name	Vendor Name	Vendor's Contact Numbers	Vendor Email Address

**Please take the following into consideration:**

- Make sure vendors receive a copy of the **7** Vendors package.
- Hand sanitizers do not replace the requirement for hand washing stations.
- All potentially hazardous food served or sold at the event must be prepared at a licensed kitchen.

The information I have provided is complete and accurate to the best of my knowledge. I further agree to comply with the provisions of the Temporary Food Service Event Guidelines, *The Food Safety Regulations*, The Public Eating Establishment Standards, and any other instructions I receive from the Public Health Inspector.

Date all Vendors Application will be submitted (at least <b>14 days prior</b> to the event):	
Applicant Name:	Email Address:
Signature:	Date:

## Public Health Inspector Contact Information

<p><b>La Ronge</b></p> <p>Box 1920. 1016 La Ronge Ave La Ronge, SK. S0J 1L0</p> <p>Phone: 306-425-8512 Fax: 306-425-8550 Email: <a href="mailto:healthinspectors@pophealthnorthsask.ca">healthinspectors@pophealthnorthsask.ca</a></p>	<p><b>Melfort</b></p> <p>Box 727, 107 Crawford Ave E Melfort, SK. S0E 1A0</p> <p>Phone: 306-752-6310 Fax: 306-752-6353 Email: <a href="mailto:publichealth@kthr.sk.ca">publichealth@kthr.sk.ca</a></p>
<p><b>Moose Jaw</b></p> <p>1000B Albert St Moose Jaw, SK. S6H 2Y1</p> <p>Phone: 306-691-2300 Fax: 306-691-2330 Email: <a href="mailto:phi@fhr.ca">phi@fhr.ca</a></p>	<p><b>North Battleford</b></p> <p>Suite 101, 11427 Railway Ave North Battleford, SK. S9A 3G8</p> <p>Phone: 306-446-6400 Fax: 306-446-6018 Email: <a href="mailto:PublicHealthInspection@pnrha.ca">PublicHealthInspection@pnrha.ca</a></p>
<p><b>Prince Albert</b></p> <p>1521 6<sup>th</sup> Ave. W. Prince Albert, SK. S6V 5K1</p> <p>Phone: 306-765-6600 Fax: 306-765-6624 Email: <a href="mailto:public.health.inspection@paphr.sk.ca">public.health.inspection@paphr.sk.ca</a></p>	<p><b>Regina</b></p> <p>2110 Hamilton St Regina, SK. S4P 2E3</p> <p>Phone: 306-766-7755 Fax: 306-766-7730 Email: <a href="mailto:eph.regina@saskhealthauthority.ca">eph.regina@saskhealthauthority.ca</a></p>
<p><b>Rosetown</b></p> <p>Box 1300, 409 Hwy 4 N Rosetown, SK. S0L 2V0</p> <p>Phone: 306-882-2672, Ext. 3, Option 3 Fax: 306-882-6474 Email: <a href="mailto:hhr.publichealthinspection@saskhealthauthority.ca">hhr.publichealthinspection@saskhealthauthority.ca</a></p>	<p><b>Saskatoon</b></p> <p>101 – 310 Idylwyld Dr. N. Saskatoon, SK. S7L 0Z2</p> <p>Phone: 306-655-4605 Fax: 306-655-4498 Email: <a href="mailto:PHIOC@saskatoonhealthregion.ca">PHIOC@saskatoonhealthregion.ca</a></p>
<p><b>Swift Current</b></p> <p>400 – 350 Cheadle St. W. Swift Current, SK. S9H 4G3</p> <p>Phone: 306-778-5280 Fax: 306-778-5408 Email: <a href="mailto:chr.phinspection@saskheauthority.ca">chr.phinspection@saskheauthority.ca</a></p>	<p><b>Weyburn</b></p> <p>Box 2003, 900 Saskatchewan Dr. Weyburn, SK. S4H 2Z9</p> <p>Phone: 306-842-8618 Fax: 306-842-8637 Email: <a href="mailto:PubHealthInspection@schr.sk.ca">PubHealthInspection@schr.sk.ca</a></p>
<p><b>Yorkton</b></p> <p>150 Independence St. Yorkton, SK. S3N 0S7</p> <p>Phone: 306-786-0600 Fax: 306-786-0620 Email: <a href="mailto:PublicHealthInquiries@shr.sk.ca">PublicHealthInquiries@shr.sk.ca</a></p>	