

u 7 Events

Organizer Package



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 an 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 special event would need to 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 [here](#).

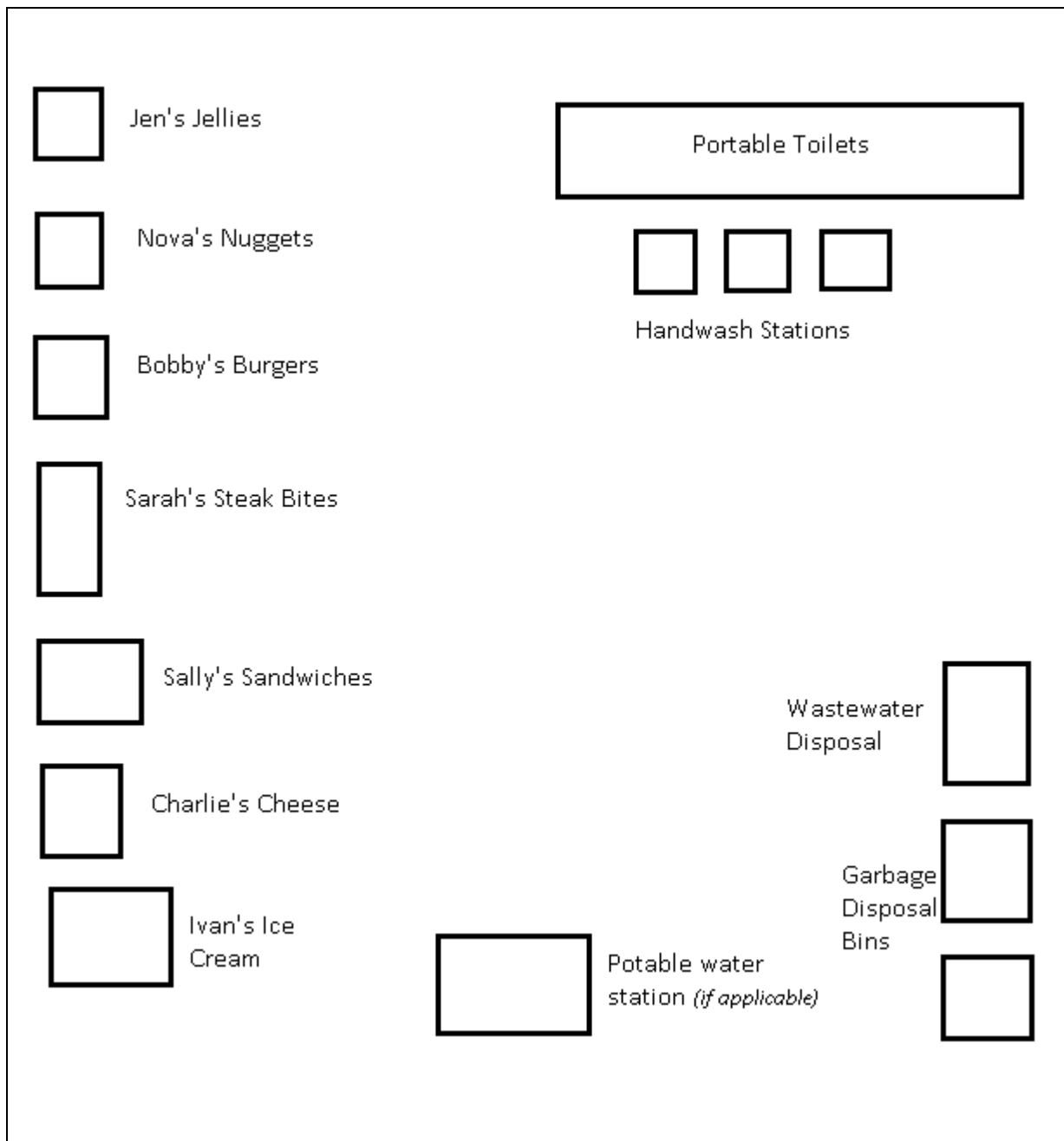
Other Activities

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) : 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: Y 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 Y N Number: ____	Portable Hand wash Basins Y N Number: ____
Permanent Toilets Y N Number: ____	Permanent Hand Wash Basins Y N Number: ____

Waste Water

Method of waste water/sewer disposal:

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

Utensil Washing

Sinks provided to booths for utensil washing? Y N

Type and Number: 3 compartment sink - Number ____ 2 compartment sink - Number ____

1 compartment sink - Number ____

Garbage

Garbage cans/bins available: Yes (specify number) ____ No

Garbage will be disposed of daily: Yes No

Garbage is the responsibility of each vendor: Yes No

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 ____

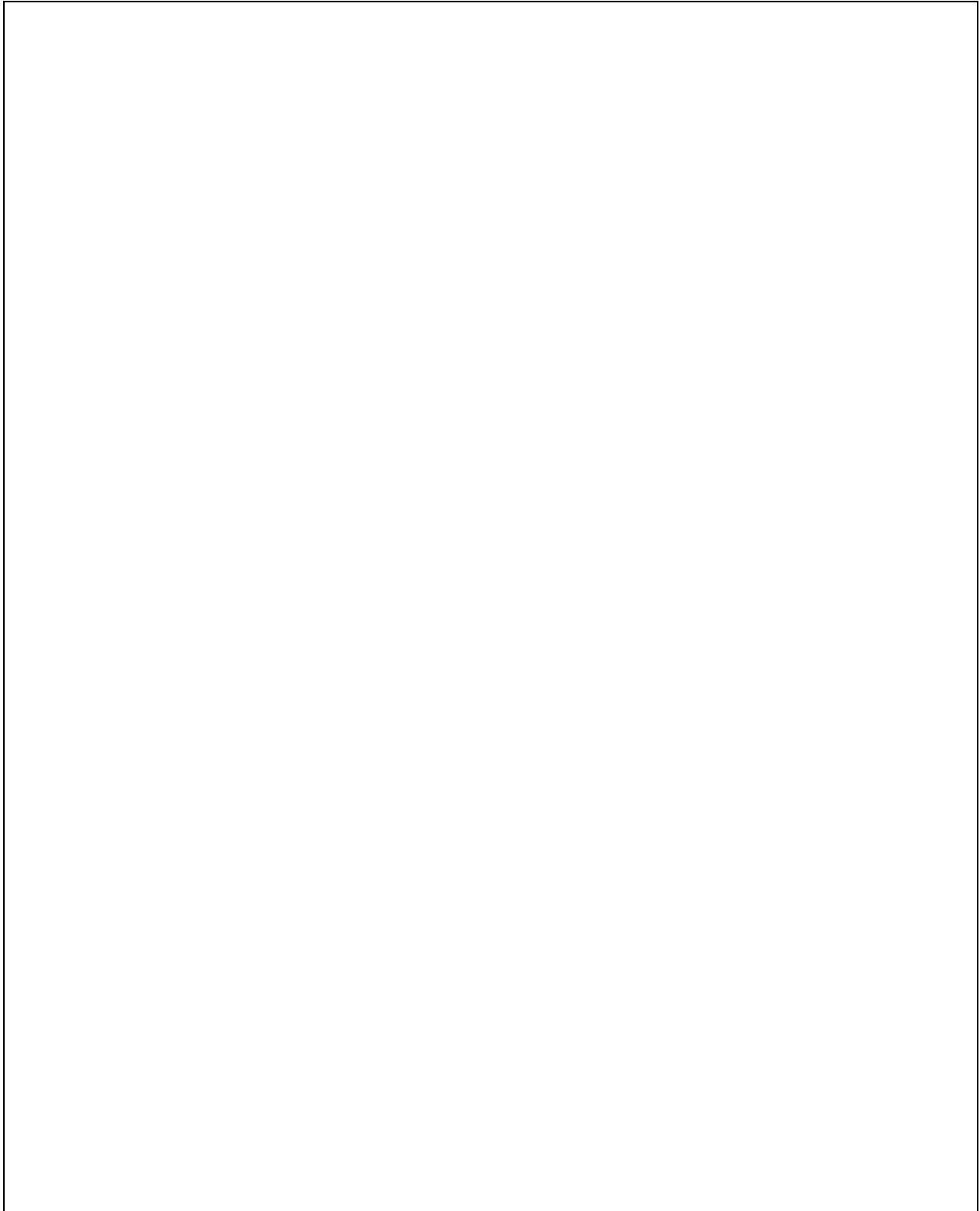
Contact number for Electrician on site at the event (name & cell #):

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 **Understanding 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 14 days prior to the event):	
Applicant Name:	Email Address:
Signature:	Date:

Public Health Inspector Contact Information

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