

North Shore / Central Coast Tel 604-983-6700, Email: healthprotectionns@vch.ca

Powell River Tel 604-485-3310, Fax 604-485-3305 Richmond Tel 604-233-3147, Email: healthprotectionRH@vch.ca

Sechelt Tel 604-885-5164, Fax 604-885-9725 **Squamish** Tel 604-892-2293, Fax 604-892-2327

Vancouver Tel 604-675-3800, Email: temporaryevents@vch.ca

Whistler Tel 604-932-3202, Fax 604-932-6953

EVENT COORDINATOR APPLICATION

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red drinks, small plated food,

Please review the Planning Guide for Temporary Events and Food Markets before completing this form.			
General descriptions of your event please check all that apply: Indoor Outdoor A combination of both Event is less than 14 days in a fiscal year Event is more than 14 days in a fiscal year Recurs, year last operated It is a Fair, Festival, Music Festival, Trade Show, or Fundraising Event It has a Farmers' Market component. If checked, have Market Manager complete Market Manager Application Application must be received by VCH at least 14 days in advance of the event . No guarantee late applications will be reviewed, processed or approved.			
Event Information:			
Event name:	Event Venue:		
Venue address:	City:		
Date(s) of event:	Hours of operation:		
Initial start time (for inspection):	Estimated daily attendance:		
Applicant Information: Coordinator Name: On-site Contact: Legal (Company) Name:	Email:	Phone:	
	Postal Code:		
Venue Contact:			
Part A – Types of Services that will be present at your Event, please check all that apply: Temporary Food Services - food for immediate consumption (e.g. burgers, hot dogs, prepared drinks, small plated food, portioned samples for tasting). How many? For 14 days or less – Temporary Food Services Form use this Application form For over 14 days in a single event – use this Application form Temporary Food Product Booth - food is sold or given away (e.g. pre-packaged food or drink). How many? Temporary Food Market in a separate designated area of Event venue. Cooking demonstration Mobile Food Premises - self-contained cart, trailer or vehicle with valid permit or health approval. How many? NOTE: Home-prepared foods are not allowed in these events. Personal Services (e.g. haircutting, massage, tattoo, permanent make up, manicures). How many? Please fill out Application for Personal Services at an Event Hot tubs, water features, fountain displays (vendor application not required but must identified if present at event) Petting zoo and open farms (vendor application not required but must identified if present at event)			

Part B- Include with this application the following required information:

- 1. A list of vendors (electronic copy), including the business name, business address, contact person, telephone, email and the specific service they will provide. Only vendors included in the submitted list will be considered for approval. An Event Vendors list template is available for your use.
- 2. A site plan (electronic copy) with corresponding location of all vendors and services at the site with the venue details described including sinks, washrooms, wastewater holding tank(s), garbage collection etc.

EVENT & VENUE DETAILS

Note: The venue may provide some of the requirements below. Please give name of venue responsible, if applicable.

Potable Water Supply Water from approved potable water system is required. Provide details of licensed hauler on service provider list. Free Chlorine residual for hauler (provide premit information) residual for hauler discovered by CRL. The system must have a plan that has been reviewed by VCRL. The system must have a plan that has been reviewed by VCRL. The system must be approved and operational prior to start of event. Drinking water system must be approved and operational prior to start of event. Drinking water grade supply lines for potable water supply. Part of the system must be approved and operational prior to start of event. Drinking water grade supply lines for potable water. Backflow preventers installed for temporary connections. Part of the system must be approved and operational prior to start of event. Drinking water grade supply lines for potable water. Backflow preventers installed for temporary connections. Part of the system must be approved and operational prior to start of event. Backflow preventers installed for temporary connections. Horizon applicable adequate Indoor facilities. Water water (and six posed of in a santary manner. NOT to be drained on the ground or into storm drains. Not cross connections to potable water. Provide details of licensed hauler, if used. Browner supply include overnight power for refrigerated storage. Amount of power required for event has been determined and is available. Provide details of licensed hauler, if used. Provide details of licen	Poquiromonto	Describe how requirements will be met	
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Provide details of licensed hauler on service provider list, Free Chlorine residual for hauled water must be 0.2 ppm (or higher, if specified by Permit)			
Water Distribution Temporary water system must have a plan that has been reviewed by VCH.		Licensed water hauler (provide Permit information)	
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 Shared space must be mechanically refrigerated and adequate for vendors. Able to maintain potentially hazardous foods at 4°C (40°F) and secured. Food Storage – Dry goods Secure enclosure. Food stored off the ground. Facility or area is pest proofed. Space must be adequate and properly lit. Utensils Washing, Sanitizing and Supplies Provide onsite commercial dishwasher(s) or 3-comp sinks or dishwashing service, if reusable dishes for public are used. Continuous supply of hot and cold running water, 2-compartment sinks for vendors to wash utensils & equipment with detergent and sanitizer. Provide details of the dishwashing service, if used. Hand Washing Stations Handwashing stations in adequate number and locations. Liquid soap in pump dispensers and single use paper towels. NOTE: Event may be required to supply. All hand washing stations must be 	Food Storage - Refrigeration		
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operational before food handling starts. and paper towels			
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On site food preparation and service to public shall not start until food premises have been approved. Organize inspection start times ahead of the event. Vendors and Coordinator/site contact shall be present with the Environmental Health Officer.

I understand the completion of the above requirements is necessary to receive approval to operate food and other regulated services described in this application. Should I fail to meet the requirements in accordance to the *Regulated activities*, I understand that all or part of the event will not receive approval to operate.

Signature of Event Coordinator

Date

^{*} Please keep a copy of this application for your records and for use as a pre-inspection checklist.