



Forward completed notifications to your Special Event Organizer. Further information available on Page 4.
Be sure to include a diagram of your booth layout.

Event Information

Name of special event _____

Address of event _____

Event organizer name _____ Phone number _____

Organizer's email _____

Date(s) booth will operate _____

Time booth opens _____ ☐ AM ☐ PM

Time booth closes _____ ☐ AM ☐ PM

Applicant Information

Name of booth or company _____

Name of booth manager / vendor _____

Mailing address _____

City _____

Province _____ Postal code _____

Phone number _____ Alternate phone number/fax _____

Email _____

Food and Beverage Items

List all foods and beverages available at your booth. Please include any food samples and alcoholic beverages.

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Location of Food Preparation Prior to Special Event

Will you be doing any food preparation (e.g. cooking, chopping) before the special event? ☐ Yes ☐ No

If yes, provide name of approved food establishment _____

Food establishment address _____

City _____ Province _____ Postal code _____

If you do not have care and control of the approved food establishment, please complete the Permission to Use an Approved Food Establishment form available at www.albertahealthservices.ca/8302.asp under the Special Events tab.

On-Site Services

Number of garbage containers _____

Liquid waste disposal ☐ Municipal Sewer City /Town _____

☐ Holding tank Final Disposal Location _____

Where are you getting potable water for your booth? How will the water reach your booth?

Note: All water containers, hoses and other equipment must be food grade.

Utility supply (select all that apply) ☐ Electrical Outlet ☐ Generator ☐ Gas / Propane

☐ Other _____

Temperature Control and Sanitizers

How will you keep high risk foods hot (above 60°C) while on-site?

e.g. chafing dishes, steam tables, stoves, heated holding cabinets

How will you keep high risk foods cold (below 4°C) while on-site?

e.g. refrigerators, coolers with ice

How will you cook foods on-site?

e.g. stoves, barbeques, toaster grills, fryers

How will you transport foods to the site? How will you keep foods above 60°C or below 4°C?

e.g. coolers with ice, refrigerated vehicles, heated holding units

What sanitizer will be used on-site? ☐ Bleach ☐ Other _____

Handwashing, Dishwashing and Food Service Sinks

Type of handwashing sink(s) ☐ Temporary handwashing station (see page 13 of Vendor Package for details)

☐ Plumbed sink

☐ Other _____

Note: All handwashing sinks must have warm running water, liquid soap and paper towels.

What dishwashing facilities will be available?

e.g. two compartment sink, three compartment sink

Structure

Where will your booth be located during the event? ☐ Inside ☐ Outside

What type of booth? (Check all that apply) ☐ Enclosed tent ☐ Covered tent ☐ Open-top

☐ Other _____

What are the surfaces of your booth made of?

Floors _____

Walls _____

Counters or Tables _____

Booth Layout

Have you attached a drawing of the booth layout that includes all equipment for the event, including cooking, dishwashing, handwashing and storage equipment? ☐ Yes ☐ No

Photographs may also be submitted.

Food Safety Training

Basic food safety training is recommended for all food handlers. If you or your staff require additional food safety training, please visit www.albertahealthservices.ca/3151.asp for training options.

Signature

Signature _____ Date _____

Name _____

For Office Use Only

Reviewed by _____ Date _____ Inspection Required? ☐ Yes ☐ No

Inspectors Assigned _____



Please forward the completed Special Event Vendor Notification to the Special Event Organizer. If you are unable to contact the Special Event Organizer, please forward to the nearest address below. A map is provided for your reference.

Northern Alberta

Environmental Public Health

north.specialevents@albertahealthservices.ca

Phone: 780-513-7517

Call for correct fax number.

Edmonton Area

Environmental Public Health

edm.specialevents@albertahealthservices.ca

Phone: 780-735-1800

Fax: 780-735-1802

Central Alberta

Environmental Public Health

central.specialevents@albertahealthservices.ca

Phone: 403-356-6367

Toll-free: 1-877-360-6366

Fax: 403-356-6433

Calgary Area

Environmental Public Health

specialevents@albertahealthservices.ca

Phone: 403-943-2295

Toll-free: 1-855-943-2288

Fax: 403-943-8056

Southern Alberta

Environmental Public Health

south.specialevents@albertahealthservices.ca

Phone: 403-388-6689

Toll-free: 1-877-355-6689

Fax: 403-328-5934

