

Special Events

Organizer Package

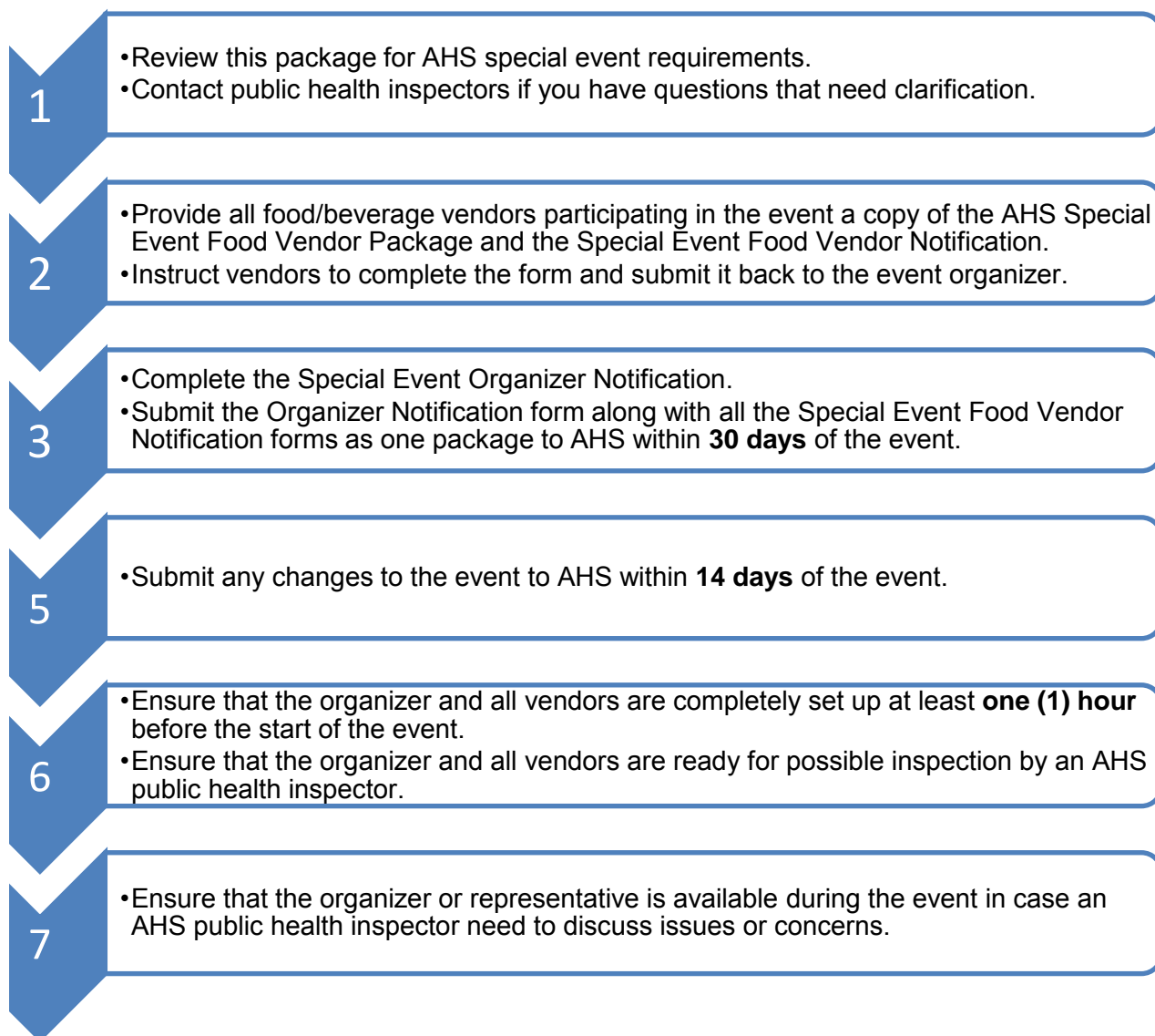
Getting Started

The goal of this package is to assist organizers of a special event to properly complete the Alberta Health Services' (AHS) approval process necessary to host and organize a special event. The information in this package outlines the minimum requirements required to reduce the possibility of illness or injury to those who attend the event.

Please read through this package first, as it will guide you through the approval process. Failure to do the process properly causes delays and could impact your approval for the special event.

If you have any questions, please feel free to contact your local public health inspector for assistance: <http://www.albertahealthservices.ca/services.asp?pid=service&rid=1052203>

This schematic outlines the basic process an organizer of a special event would follow to comply with the AHS special event requirements. The remainder of the package will provide greater details for each process and help you complete the necessary forms.



Event Notification Forms

Complete the [Special Event Organizer Notification](#), which can be obtained from the public health inspector or at the end of this package. A fillable PDF version of this form is also available on the AHS Environmental Public Health website under the Special Event drop down menu: <http://www.albertahealthservices.ca/eph/Page8302.aspx>.

If you would like to see an example of a completed form, please refer to the end of this package.

IMPORTANT TO NOTE:

Vendor Listing

- List **ALL** vendors handling any food or beverages, including samples and alcoholic beverages.
- Provide food/beverage vendors attending the event, a copy of the [Special Event Food Vendor Package](#).
 - A copy of this package can be found on the AHS Environmental Public Health website under the Special Event drop down menu: <http://www.albertahealthservices.ca/eph/Page8302.aspx>
- Event organizer distributes and collects all vendor notifications.

Vendor Education

- All persons involved in the preparation and selling or offering of food/beverages are strongly encouraged to attend basic food safety training.
- Event organizer should encourage food handling training for all vendors participating in the event.
- Information on food safety training and education opportunities can be found on the AHS Environmental Public Health website: <http://www.albertahealthservices.ca/eph/Page3151.aspx>

Site Map

- Provide a site map as part of the Special Event Organization Notification, indicating all food/beverage vendor locations, source of water, garbage/wastewater disposal sites and toilet facilities and/or outdoor privies. There is a site map sheet available at the end this package, if needed.
 - Ensure that you refer to the Outdoor Privy or Toilet Requirement section of this form.
 - Required number of washroom facilities may change depending on a number of factors, (e.g. number of attendees, the duration of the event, etc.). Please consult with the public health inspector.

Other Activities

- Notify AHS if there are any personal services booths or if you are providing petting zoos, as part of this event.

Submission of Forms

- Submit completed Special Event Organizer Notification to AHS at least thirty (30) days prior to the proposed special event or trade show.
 - Any changes or additions to the original application, including additions or deletions of food/beverage vendors need to be submitted fourteen (14) days prior to the date of the event.
- A public health inspector will contact you and the vendors to discuss the event.

The event organizer should collect from each food/beverage vendor attending the event a completed Special Event Food Vendor Notification. The event organizer would include all the food/vendor notifications along with the Special Event Organizer Notification and submit it as one package to AHS. It can be difficult to link vendors with different events if the vendor submits the Special Event Food Vendor Notification form directly to AHS. Having the event organizer coordinates this helps to ensure less confusion, miscommunication and delays for your special event.

Event Organizer Responsibilities

- Notify all food/beverage vendors that they must be set up no less than one (1) hour before the special event is scheduled to start.
- Provide food/beverage vendors any equipment or services needs to ensure that provisions are in place, and vendors know how to access the equipment or services, if applicable.
 - Eg. Event organizer may provide potable water, handwashing sinks, power, wastewater disposal, dishwashing sinks, or locations to do food preparation.
- Provide toilet facilities and/or outdoor privies in sufficient numbers and in such locations as approved by the public health inspector.
 - Facilities must be properly stocked, serviced and maintained in a clean and sanitary manner.
- Provide handwashing facilities and supplies at/or near toilet facilities in such numbers and locations as approved by the public health inspector.
- Arrange for regular solid waste collection removal and disposal.
- Ensure food/beverage vendors understand all restrictions the event organizer may have that would impact the handling of food, if applicable.
 - Eg. No frying and grease-laden vapours inside of venue.
- Ensure wastewater holding tanks and the disposal of liquid waste are available to the

Outdoor Privy or Toilet Requirements

Number of Persons	Minimum Number of Outdoor Privies or Toilets	
1 - 25	1	
Number of persons of <u>each</u> sex	Male	Female
26 - 50	1	2
51 - 75	2	3
76 - 100	2	4
101 - 150	3	5
151 - 200	4	6
201 - 300	5	7
301 - 400	6	8
Over 400	7 plus 1 for each additional 200 people	9 plus 1 for each additional 200 people

For the purposes of this table, unless the actual proportion of each sex attending the event can be reasonably be anticipated, it shall be considered that attendance will equally be divided between the sexes.

For more information, please contact your nearest Environmental Public Health office.

Edmonton Main Office
 Calgary Main Office
 Lethbridge Main Office

780-735-1800
 403-943-2295
 403-388-6689

Grande Prairie Main Office
 Red Deer Main Office
www.albertahealthservices.ca/eph.asp

780-513-7517
 403-356-6366

F-15-001
 Created: Apr/11
 Revised: May/15
 Updated: Apr/16

Forward completed notifications to your nearest Environmental Public Health office. Information is available on Page 4.

Be sure to include a map of your site layout.

Event Information

Name of special event Host It & They Will Come

Address of event Big Top Convention Centre, 123 Fake Street NW, Hereville, Alberta

Date(s) of event (dd-mm-yy) 10-Jul-15 to (dd-mm-yy) 12-Jul-15

Daily event start time 10:30 AM PM Estimated daily attendance 300

Daily event end time 11:30 AM PM

Applicant Information

Name of event organizer Guy Good-Looking

Address #22, 2233 44 Avenue S.

City Somewhereville

Province Alberta Postal code T0A 1A1

Phone number 780-111-2222 ext 33 Alternate phone number/fax 780-222-3333

Email goodlooking@email.ca

Provide contact information for representative who will be available on-site, if event organizer will not be available.

Name Gloria Good-Looking Phone number 403-999-8888

Public Washrooms & Handwashing Stations

Permanent Washroom Facilities

Will there be permanent washroom facilities available to the public at this event? Yes No

Number of toilets 10

Number of handwashing stations 4

Temporary Washroom Facilities

Will there be temporary washroom facilities available to the public at this event? Yes No

Number of toilets 4

Number of handwashing stations 1

Number of hand sanitizers n/a (must be approved by the Public Health Inspector)

Vendor Services

What potable water services are being provided for vendors? Please indicate name of the municipal water supply or approved water hauler, as applicable.

Vendors can get water from Big Top Convention Centre main kitchen tap. City of Hereville municipal water system.

Where are the vendors disposing of water during the event? Vendors will have access to the mop sink located in the janitor room of the Big Top Convention Centre.

Where will garbage be disposed of? Dumpsters are located behind the Big Top Convention Centre (NW side of the building) for vendors to dispose of garbage.

Event Organizer Restrictions (Food)

Are there any restrictions or requirements relating to food services at this event?
e.g. Organizer does not allow frying or grease-laden vapours in event hall. Organizer requires all foods be prepared in site kitchen.

Yes No

If yes, please describe.

The Big Top Convention Centre does not permit grease producing cooking in the Grand Room.

Event Organizer Provisions

Will the event organizer be providing equipment or services to food vendors as part of this event?
e.g. Organizer will provide handwashing sinks, garbage bins, garbage removal, dishwashing sinks or other food preparation items.

Yes No

If yes, please describe.

Food vendors can use the Big Top Convention Centre main kitchen for cleaning purposes. The kitchen will be made available to vendors between 10:30 am to 12:30 am.

Site Layout

Attach a map providing locations of:

- all food and beverage vendors (include alcoholic beverage vendors)
- washrooms and washroom handwashing stations (include permanent and temporary facilities)
- garbage facilities

Complete the Vendor List on page 3

Signature

I certify that this information is true and correct, to the best of my knowledge.

Signature Guy Good-looking

Digitally signed by Guy Good-looking
DN: cn=Guy Good-looking, o, ou,
email=guygoodlooking@email.ca, c=CA
Date: 2015.05.20 14:58:53 -06'00'

Date 31-Mar-15

Name Guy Good-Looking

For Office Use Only

Reviewed by _____ Date _____ Inspection Required? Yes No

Inspectors Assigned _____

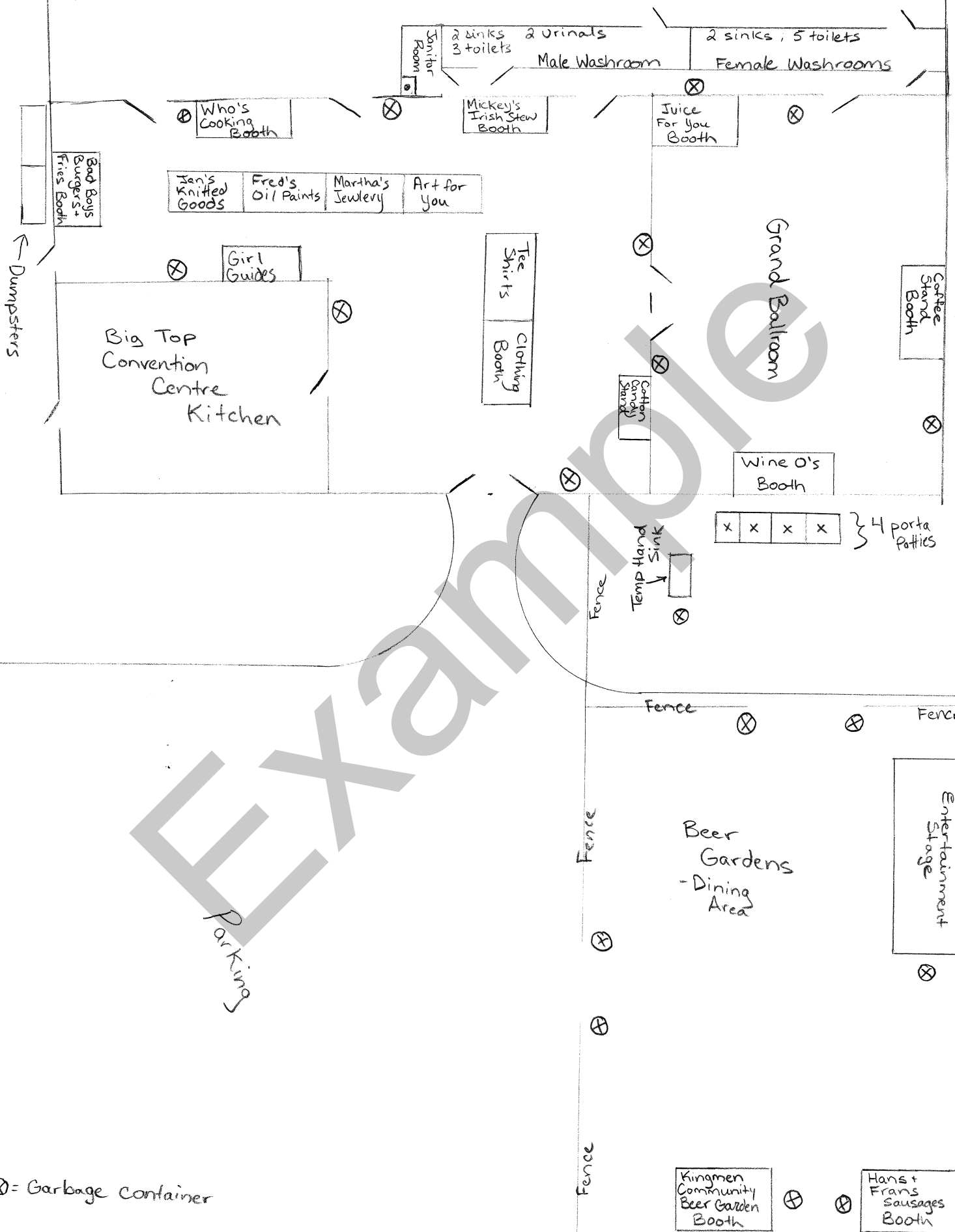
Vendor Listing

Please provide the name, phone number and email address for anyone providing food or beverages at this event. Include anyone providing alcoholic beverages and food samples. Include additional sheets, if necessary.

Please note: Each vendor must provide a Special Event Vendor Notification ([Click here](#)) found at www.albertahealthservices.ca/8302.asp ([Click here](#)) under Special Events.

Name of Operation	Contact Person	Phone Number & Email Address	Foods/Beverages Served
Juice For You	Ken Smith	780-211-1221 k.smith@email.ca	fruit smoothies
Bad Boy Burgers	Tom Anderson	403-222-2222 badboy@email.ca	burgers, fries, pop, chips
Who's Cooking	Nancy Who	210-654-4567 wcooking@email.ca	crispy coconut chicken, rice, spring rolls, bubble tea
Hans & Franz Sausages	Hans & Franz Scherger	333-444-5555 FH.sausage@email.ca	bratwurst sausage, beer, sauerkraut
Mickey's Irish Stew House	Mickey McMickerson	780-123-9876 irishman@email.ca	stout beef stew, buttered buns, pop, bottled water
Cotton Candy Stand	Dave Tomtom	987-123-9876 d.tomtom@email.ca	cotton candy, pop, chips, chocolate bars
Morning Perk Gourmet Coffee	Cori Carry	444-555-6677 ccori@email.ca	brewed coffee, lattes, cappuccinos, mochas
Kingmen Community Group Beer Gardens	Barry Jetson	987-255-5566 kingmen#11@email.ca	burgers, hotdogs/smokies, pop, chips, beer, coolers, wine
Wine'Os	Daisy Mae	111-999-5829 wine_o@email.ca	Wine - sampling and serving
Young Eager Campers Bake Sale	Mary Johnson	403-921-7777 youngeagercampers@email.ca	pies, cookies, squares, cakes, cupcakes

Host It + They Will Come Trade Show



⊗ = Garbage container

Forward completed notifications to your nearest Environmental Public Health office. Information is available on Page 4.

Be sure to include a map of your site layout.

Event Information

Name of special event _____

Address of event _____

Date(s) of event (dd-mm-yy) _____ to (dd-mm-yy) _____

Daily event start time _____ AM PM Estimated daily attendance _____

Daily event end time _____ AM PM

Applicant Information

Name of event organizer _____

Address _____

City _____

Province _____ Postal code _____

Phone number _____ Alternate phone number/fax _____

Email _____

Provide contact information for representative who will be available on-site, if event organizer will not be available.

Name _____ Phone number _____

Public Washrooms & Handwashing Stations

Permanent Washroom Facilities

Will there be permanent washroom facilities available to the public at this event? Yes No

Number of toilets _____

Number of handwashing stations _____

Temporary Washroom Facilities

Will there be temporary washroom facilities available to the public at this event? Yes No

Number of toilets _____

Number of handwashing stations _____

Number of hand sanitizers _____ (must be approved by the Public Health Inspector)

Vendor Services

What potable water services are being provided for vendors? Please indicate name of the municipal water supply or approved water hauler, as applicable.

Where are the vendors disposing of water during the event?

Where will garbage be disposed of?

Event Organizer Restrictions (Food)

Are there any restrictions or requirements relating to food services at this event?

e.g. Organizer does not allow frying or grease-laden vapours in event hall. Organizer requires all foods be prepared in site kitchen.

Yes No

If yes, please describe.

Event Organizer Provisions

Will the event organizer be providing equipment or services to food vendors as part of this event?

e.g. Organizer will provide handwashing sinks, garbage bins, garbage removal, dishwashing sinks or other food preparation items.

Yes No

If yes, please describe.

Site Layout

Attach a map providing locations of:

- all food and beverage vendors (include alcoholic beverage vendors)
- washrooms and washroom handwashing stations (include permanent and temporary facilities)
- garbage facilities

Complete the Vendor List on page 3

Signature

I certify that this information is true and correct, to the best of my knowledge.

Signature _____

Date _____

Name _____

For Office Use Only

Reviewed by _____ Date _____ Inspection Required? Yes No

Inspectors Assigned _____

Vendor Listing

Please provide the name, phone number and email address for anyone providing food or beverages at this event. Include anyone providing alcoholic beverages and food samples. Include additional sheets, if necessary.

Please note: Each vendor must provide a Special Event Vendor Notification ([Click here](#)) found at www.albertahealthservices.ca/8302.asp ([Click here](#)) under Special Events.

Name of Operation	Contact Person	Phone Number & Email Address	Foods/Beverages Served



Email, fax or mail your completed Special Event Organizer Notification 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





**Alberta Health
Services**

***Environmental Public Health
Special Event Organizer
Event Layout***

You may use this page to draw a map of your special event. Include all food and beverage vendors, washrooms and washroom handwashing stations and garbage facilities. Include map with your Special Event Organizer Notification.

Name of Event: _____

Date: _____