

SPECIAL EVENTS

Requirements for Event Organizers

The Huron County Health Unit hopes your special event is a great success. To assist you in organizing a safe event the following minimum requirements have been provided to minimize the possibility of a food borne illness.

Your First Step

Please ensure you complete the form “**Community Special Event Application for Event Organizers**” (Appendix 1) and forward it along with all applications from your vendors serving foods to the Huron County Health Unit.

A Public Health Inspector will review this information and contact you regarding food safety at your event.

Exemptions

Please note that religious organizations, fraternal organizations and service groups serving food at your event may be exempt from Ontario Regulation 562 (Food Premises). This does not mean that all individual food vendors serving food are. Please review Appendix 2 – “**Is Your Event Exempt?**” to determine exemption criteria.

Organizer Responsibilities

- Provide the Huron County Health Unit with a site map of the event including food vendors, garbage and wastewater disposal sites and sanitary facilities.
- Provide each vendor with a copy of the information package and application called “Special Events: Requirements for Food Vendors”.
- Collect completed vendor applications and forward them to the Huron County Health Unit at least 2 weeks prior to the event.
- Notify the Huron County Health Unit of any significant changes to the original application.
- Co-ordinate alternative back up plans with food vendors in the event of power failure or water shortages (generators, propane burners, ice supplies).
- Arrange adequate disposal of garbage at a designated site.
- Provide sanitary facilities in sufficient numbers and maintain in a sanitary manner (see Appendix 3 for required numbers).
- Arrange for sanitary disposal of liquid waste if sanitary sewers are not available.

It is important that all special event forms are received within required time frames to allow ample time for a Public Health Inspector to review forms with individual vendors and discuss any questions or concerns. If you have additional questions or require resources and information, please contact the Public Health Inspectors at the Huron County Health Unit at 519 482-3416.

Glossary

Religious Organization

Defined in the Income Tax Act as an organization, other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidenced by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being.

Fraternal Organization

Any organized body of men (or women, or both) who are banded together, not for pecuniary profit, but for mutual assistance, and to promote moral, intellectual or social benefits among members.

Examples of fraternal organizations include but not limited to:

- Knights of Columbus, Masonic Lodge, Moose Lodge, Sisterhoods and Brotherhoods, etc.

Service Club

Any of several organizations dedicated to the growth and general welfare of its members and the community.

Examples of service clubs include:

- Lions Club, Rotary Club, Optimists, Royal Canadian Legion, Boy Scouts, Girl Guides, Community Sports Association (i.e. hockey, baseball) etc.

Special Events

For the purpose of these guidelines special events are all food service events or occurrences that are open to the public and held by religious organizations, service clubs, or fraternal organizations and that are considered to be outside the normal scope of the organizations regular activities. To differentiate from a “regular event” they operate for approximately 2 weeks per year or less (e.g. 1 day per month or over 2 week duration for special fairs, celebrations, etc.)



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