Community Special Events and Farmers' Markets Event Coordinator/Organizer Application Form

This application form **must** be submitted to the Durham Region Health Department (DRHD) **45 days prior** to any event/ market. Each food vendor **must** submit their completed application form to the DRHD at least **30 days prior** to the event/ market. Events/markets must comply with the current Requirements for Community Special Events, the Food Premises Regulation 493/17, under the Health Protection and Promotion Act, R.S.O., 1990 as amended, Part 8 of the Building Code, under the Building Code Act, R.S.O., 1992, Smoke-Free Ontario Act, 2017, Durham Smoke and Vape By-Law, and all other applicable legislation and by-laws.

Submit completed application form via durham.ca/healthinspectionforms, fax 905-666-1887, or deliver/mail to 101 Consumers Drive, second floor, Whitby, ON, L1N 1C4 or 181 Perry Street, second floor, Port Perry, ON, L9L 1B8. Please include the name and date of your event in the subject line of your email.

Event/Market Information

Name of Proposed Event/Market:	Proposed Location (Address) and Municipality:
Date(s) of Operation: (dd/mm/yy)	Expected Daily Attendance: Expected number of Food Vendors: Expected number of Non-Food Vendors:
Time(s) of Operation: (e.g. A.M. – P.M.)	

Coordinator/Organizer Information

Contact Person and Mailing Address:	Business Phone or Cell:
	Email:
	Website/Social Media Handle:

Services

Will there be selling or serving of alcohol? ☐ Yes ☐ No

Note: If yes, please ensure you have notified the Alcohol and Gaming Commission of Ontario (AGCO)

Will there be any personal services offered such as face painting, henna/tattooing, or body piercing? ☐ Yes ☐ No

If yes, please ensure these vendors review the Guidelines for Special Events with Personal Services Settings.

Will there be a petting zoo? (i.e., any event where public contact with animals is allowed and/or encouraged, such as a petting corral or open farm) ☐ Yes ☐ No

If yes, please ensure to review Visiting Animals in Public Settings. It is recommended this resource is posted at this event.

Water Source and Waste Disposal

Potable Water Source:

Who are you providing water to? ☐ Vendors ☐ Patrons ☐ Not providing water

Note: All water supply lines must be made of food-grade material.

Select the type of water supply being used:

☐ Municipal Supply ☐ Commercially bottled ☐ Well ☐ Other ☐ n/a ☐ Hauled Municipal Water

Company Name, Address, and Phone Number of Water Hauler, if applicable:

Hydro:

Electricity available to vendors: ☐ Yes ☐ No

Back-up power available: ☐ Yes ☐ No

Sewage and Garbage Disposal:

Method of sewage disposal: ☐ Municipal ☐ Private/Septic ☐ Portable Toilets

Person/Company responsible for cleaning and monitoring sanitary facilities:

Phone:

Number of garbage receptables on-site: Number of dumpsters on-site:

Garbage will be disposed of: ☐ Daily ☐ Other, please explain:

Person responsible for garbage disposal: Phone:

Smoke-Free Ontario Act, 2017 and Durham Smoke and Vape By-Law Compliance:

Note: Smoking and/or vaping is prohibited on all municipal properties and within 20 metres of public parks.

Patios

Smoking is prohibited on patios where food and drink is served, including outdoor areas operated in conjunction with food and beverage sales, where seating and/or tables are provided for patrons to consume their meal or beverage.

Number of patio areas: Number of Smoke-Free Ontario signs needed (min. 2 per patio area):

Tobacco Sales and Promotion

Cigarettes and other tobacco products cannot be sold without regulatory compliance with the Smoke-Free Ontario Act (SFOA), the Tobacco Tax Act (TTA), and the Tobacco and Vaping Products Act (TVPA).

Vendors selling tobacco: ☐ Yes ☐ No

Tobacco Retail Dealer's Permit Number:

Vendors selling vapour products: ☐ Yes ☐ No

Note: It is against the law to promote or display tobacco brands and tobacco products in Ontario in most circumstances. In addition, it is against the law to sell or supply tobacco and vapour products to a person who is less than 19 years old. Age restriction signs must be posted.

Smoke-Free Signage for Buildings, Tents, Portable Toilets, and Work Vehicles

All workplaces (including work vehicles) and public places are required to have provincial smoke-free signs posted at entrances, exits, and washrooms.

Number of Smoke-Free Ontario signs needed:

Site Plan for Event

Provide a drawing of the layout of the event in the box below (electronic layout/drawing is acceptable). You should consider including the following items in your drawing, if applicable:

☐ Food Vendors ☐ Washroom facilities ☐ Public hand wash stations ☐ Garbage disposal

☐ Electrical sources ☐ Water sources ☐ Patio

Additional information may be added such as location of existing buildings, location of private sewage systems, topographical characteristics (such as roads, ponds, streams, etc.), personal service vendors, petting zoos, and any other details that are necessary to properly access the site.

Please attach separate sheet(s) of paper, if more space is required for the layout of the site plan for event.

Site drawing:

Vendor Registration List

Name of Special Event or Farmers' Market:

Note: For Farmers' Markets, please list all food and non-food vendors.

Business Name	Owner's Name	Mailing Address	Phone number	E-Mail

Notice of Collection:

Information on this form is collected and used under the authority of the Health Protection and Promotion Act, R.S.O. 1990, cH.7., s.5 and its Regulations. The information is collected and used for processing your application for a new community special event or farmers' market; to ensure compliance with legal and/or regulatory requirements; for preventing, eliminating and/or decreasing the effects of a health hazard; and, for planning, providing, and evaluating services provided by Health Department staff for promoting health and protection. Questions about this collection and use of information should be addressed to Durham Region Health Department, Manager, Health Information, Privacy and Security at 605 Rossland Rd E., P.O. Box 730, Whitby, ON L1N 0B2, (905) 668-7711.

By submitting this form, you acknowledge and understand:

- You will be contacted by the Health Department, by email or phone, to process your application.
- You understand how the information provided in this form will be collected, used, and disclosed by the Health Department.
- The Health Department takes steps to protect the privacy and security of emails; however, emails are not always secure, and we cannot guarantee the security of any messages sent or received. Any personal information provided over email will only be used to respond to your message and/or to provide you with the requested information.
- You may withdraw consent to the use of email at any time by contacting the Health Department.
- Do not use email for emergency or urgent health care matters.