

SPECIAL OCCASION PERMIT (Food Service)

Name of Event _____

Dates of Event _____ Time _____

Location/Address of Event _____

Group Sponsoring Event _____

Contact Person _____

Mailing Address _____ Postal Code _____

Telephone # (H) _____ (W) _____ Fax # _____

Expected number of participants _____

Is this function for: Members of an organization Personally invited guests OR
The general public other: _____

Who will prepare foods? (Names of Individuals) _____

Contact Information _____

Foods to be served: _____

Supplier of food/ raw ingredients: _____

Where will foods be prepared? _____

How will cold food be kept cold? _____

How will hot food be kept hot? _____

***All hazardous food (dairy products, eggs, meat, poultry, fish, seafood, cooked grains, vegetables and legumes) must be kept cold (4°C or lower) or hot (60°C or higher)**

Please indicate facilities (other than washrooms) available for hand washing during food preparation and service _____

Indicate type of utensils: Disposable _____ Washable Multi-Use _____

Is there a dishwasher _____ 2 compartment sink _____ or 3 compartment sink _____ available to properly clean utensils? If not, how will utensils be cleaned?

Sanitary Facilities

Number of toilets/urinals and hand basins available for each sex.

Male: Toilets _____ Urinals _____

Hand basin _____

Female: Toilets _____

Hand basins _____

Will portable toilets be provided? Yes _____ No _____

If yes, how many portable toilets will be provided? _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Recommendations or Comments:

_____ Date

_____ Public Health Inspector

The personal information on this special occasion permit form is collected under the authority of the Health Protection and Promotion Act and will be used for the administration of public health programs. Any questions about the collection of this information should be directed to the Manager, Environmental Health, KFL&A Public Health, 221 Portsmouth Avenue, Kingston, Ontario K7M 1V5, 613-549-1232 ext. 243, 1-800-267-7875

#7-30-110

Rev.1/05

04/08/11

S:\Environmental Health Dept\FORMS\FOODSAFE\Special Occasion Permit.doc

ENVIRONMENTAL HEALTH FAX: (613) 549-7738