

## 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?

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### 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? \_\_\_\_\_

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Recommendations or Comments:

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\_\_\_\_\_ 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

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**ENVIRONMENTAL HEALTH FAX: (613) 549-7738**