

SPECIAL EVENTS



ORGANIZER PACKAGE

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Special Event Notification Attachment 1

See Also:

Special Event Temporary Food Establishment - Vendor Package

SPECIAL EVENTS

SPECIAL EVENTS - ORGANIZER PACKAGE

To assist you in organizing a safe event, the following **minimum requirements** have been provided to prevent the possibility of foodborne illness. Please ensure that the **Special Event Notification** is completed and forwarded to Alberta Health Services (AHS), Environmental Public Health.

A Public Health Inspector / Environmental Health Officer will review this information and contact you.

All persons involved in preparation and selling or offering of food and/or beverages to the public are strongly encouraged to attend some basic Food Handler Training. As an event organizer, it is recommended that you encourage Food Handler Training for all food vendors participating in your event.

All information & forms can be obtained from our website.

ORGANIZER RESPONSIBILITIES

- Complete and return the **Special Event (Organizer) Notification** to AHS **thirty (30) days** prior to the proposed Special Event or Trade Show.
- Provide each food and or/beverage vendor with a copy of the **Temporary Food Establishment – Vendor Package** (can be obtained from AHS).
- Notify AHS of any changes or additions to the **original** application **fourteen (14) days** prior to the date of the event.
- Provide a list of all the temporary Food Establishments to AHS Environmental Public Health at least **fourteen (14) days** prior to the date of the event.
- It is recommended that the organiser distributes, collects, and returns all completed **Temporary Food Establishment (Vendor) Notifications** from the vendors and sends them to AHS.
- Notify all operators of Temporary Food Establishments at a special event that they must be set up no less than **one (1) hour** before the special event is scheduled to start.
- Ensure all vendors have access to the basic services of power, potable water, liquid and solid waste collection and removal.
- Provide toilet facilities / outdoor privies in sufficient numbers and maintain them in a clean and sanitary manner. Provide handwashing facilities and supplies at or near the toilet facilities / outdoor privies.
- Arrange for fully enclosed wastewater holding tanks and the proper disposal of liquid waste if sanitary sewers are not available.
- Arrange for proper solid waste collection and removal.
- Provide a site map to AHS indicating the location of food vendors, source of water, garbage/wastewater disposal sites and toilet facilities/ outdoor privies.
- Notify AHS if there are any personal services booths, or if you are providing petting zoos or animal events.