

# SPECIAL EVENT FOOD SERVICE PERMIT (SEFSP)



**Public Health  
Santé publique**  
SUDBURY & DISTRICTS

## Organizer Application

The following application must be filled out by the event organizer and returned to Public Health Sudbury & Districts a minimum of **20 days prior to the market's or event's opening.**

### FOR PUBLIC HEALTH OFFICE USE ONLY

Date office received: \_\_\_\_\_

Area#/PHI: \_\_\_\_\_ PHI initial: \_\_\_\_\_ Manager initial: \_\_\_\_\_

### ORGANIZER'S INFORMATION

Legal name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Chosen name (if different from legal name): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

On-site contact name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Is the special event organized by a:  Religious organization  Fraternal organization  Service club  
 Other specify: \_\_\_\_\_

Is the general public invited and hazardous food is served?  Yes  No

### EVENT(S) INFORMATION

Name of event: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

Location: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

### EVENT(S) FACILITIES

Number of toilets: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Gender neutral: \_\_\_\_\_ Availability:  On-site  Portable

Number of hand sinks: \_\_\_\_\_ Availability:  On-site  Portable

#### Source of potable water supply:

Municipal hook-up  Holding tank (Municipal water)  N/A  Other : \_\_\_\_\_

### SPECIAL EVENT ORGANIZER RESPONSIBILITIES

- Provide each food vendor with a copy of the Special Event Food Service Permit Vendor (SEFSP) Application Package a minimum of 30 days before the vendor attends the market/event.
- Notify Public Health of any significant changes to the original SEFSP Organizer application.
- Coordinate back-up plans with food vendors in the event of a power failure or water shortage.
- Arrange for sanitary disposal of liquid waste.
- Provide an adequate number of sanitary facilities and maintain them in a functioning and sanitary manner throughout the event.
- Provide a potable water supply to vendors (water that is safe to consume, free from bacteria). Use only food-grade hoses.
- Arrange for proper sanitary disposal of garbage by providing for adequate, leak-proof garbage containers with lids.

## FOOD VENDORS

Vendor name: \_\_\_\_\_ Permit # (Office use only): \_\_\_\_\_

Business/organization name (if applicable): \_\_\_\_\_ Contact #: \_\_\_\_\_

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Vendor name: \_\_\_\_\_ Permit # (Office use only): \_\_\_\_\_

Business/organization name (if applicable): \_\_\_\_\_ Contact #: \_\_\_\_\_

Complete this registration form, by clicking the **submit** button, send it via email to [Health\\_Protection@phsd.ca](mailto:Health_Protection@phsd.ca) as an attachment, or fax it to 705.677.9607. Save a copy of this PDF to your desktop and print it for your records.

To meet public health requirements, any personal information on this form is collected under the authority of one or more of the following (as amended) and related regulations: *Health Protection and Promotion Act, R.S.O. 1990; Smoke Free Ontario Act, S.O. 2017; Skin Cancer Prevention Act, 2013, S.O. 2013; Healthy Menu Choices Act, 2015, S.O. 2015; Safe Drinking Water Act, 2002, S.O. 2002; Ontario Building Code Act, 1992, S.O. 1992; Funeral, Burial and Cremation Services Act, 2002, S.O. 2002; Environmental Protection Act, R.S.O. 1990; Regulated Health Professions Act, 1991, S.O. 1991; and is in compliance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and the *Personal Health Information Protection Act, 2004, S.O. 2004*. Questions about this collection should be directed to the Program Manager at Public Health Sudbury & Districts, 1300 Paris Street, Sudbury, ON P3E 3A3, 705.522.9200, ext. 398.*