

# Peterborough County-City Health Unit

## Special Events

### Co-Ordinators Requirements



... because health matters!

## Special Events Co-ordinators Requirements

As the co-ordinator of a special event in Peterborough County, it is your responsibility to ensure the following are completed:

1. **Special Event Co-ordinator Application:**  
Complete and submit your application, vendor list and site plan **at least four (4) weeks prior to the event.**
2. **Special Event Food Vendor Applications:**  
Distribute event applications to each food vendor. Ensure vendors complete and submit their applications, proposed food menu and site plan to the Health Unit and to the co-ordinator **at least two (2) weeks prior to the event.** Include a recent inspection report of the food concession or an inspection report for the premise where the food was prepared (if prepared off site).

If the special event location has a water source intended to supply vendors with water for the event the water must be tested. A satisfactory water sample test result must be submitted to the health unit is required **two (2) weeks prior to the event.**

Certified food handler training is **strongly recommended** for all food vendors and their staff. Training is available through the Peterborough County-City Health Unit and is recognized throughout Ontario.

All Special Event Applications will be reviewed with individual operators by phone upon receipt. The Health Unit may conduct site inspection(s) at any time during the event.

*For more information, please contact the Peterborough County-City Health Unit at (705) 743-1000, toll free 1-877-743-0101, fax (705) 743-2897, [www.pcchu.ca](http://www.pcchu.ca)*





*Please Include:*

- food vendors
- washroom facilities
- public hand wash stations
- electrical sources
- water sources
- waste water disposal
- garbage disposal



For larger special events a separate drawing can be included with application.

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