

Halton Region Health Department

# Special Events

Co-ordinators Requirements



## Special Events Co-ordinator's Requirements

Dear Co-ordinator:

The Health Department has been notified that you will be running an event in Halton Region. As the co-ordinator of the event, you need to ensure the following activities are carried out:

- Submit the co-ordinator's application, vendor list and site plan at least eight weeks before the event.**
- Ensure vendors submit the Food Vendor's Application and proposed food menu to the Health Department at least four weeks before the event.**
- If applicable, ensure operators of animal attractions submit the Animal Exhibit Application at least four weeks before the event.**

Halton Region Health Department offers Special Event Seminars highlighting safe food handling practices and a detailed review of the application process for both Co-ordinators and Vendors. Please check the Halton website for Seminar dates or call the number below.

A more intensive Food Handler Certification course is also provided by the Halton Region Health Department. For more information and upcoming dates for the course, please contact the Halton Region Health Department or your local Public Health Inspector.

If the event includes an animal attraction (petting zoo), it is required to have a hand wash sink located at the exit to the attraction. If the co-ordinator will be supplying the hand sink, please indicate on the site map the proposed location.

If the water supply for the event is from a private source i.e. well or cistern, it is necessary that the supply is proven to be safe. Please see page five for the process in determining whether the water supply is safe.

If you are supplying food for the event, please note it is necessary to fill out the Food Vendor Application.

For more information, please contact the Halton Region Health Department at (905) 825-6000, toll free 1-866-442-5866, TTY 905-827-9833, and Fax (905) 825-8797, [www.halton.ca](http://www.halton.ca).

We look forward to working with you and wish you all the best with your event.

## Table of Contents

Recommended Washroom Fixtures (Permanent and/or Portable).....	4
Sanitation and Maintenance of Washrooms and Hand wash stations (fixed or portable) .....	4
Determining if a Private Water Supply is Safe.....	5
Cistern supplied with municipally delivered water .....	5
Treated or Untreated Well .....	5
Handling of Garbage and Wastewater .....	5
Completion Check List .....	6

## Recommended Washroom Fixtures (Permanent and/or Portable)

### Peak Times

Gender	Attendance	Toilets	Urinals	Hand Wash Station
Males	1 – 600	1	2	2
Females	1 – 600	3	-	2
Males	600 – 1200	3	3	4
Females	600 – 1200	6	-	4

Additional Fixtures for Males: 1 toilet for each 300 additional persons  
 1 hand wash station for each 600 additional persons  
 Urinals may be substituted up to 2/3 for toilets

Additional Fixtures for Females: 1 toilet for each 300 additional persons  
 1 hand wash station for each 600 additional persons

We recommend contacting the local municipal building department to confirm the number of washroom fixtures needed.

### Sanitation and Maintenance of Washrooms and Hand wash stations (fixed or portable)

- Ensure washrooms are kept in a clean and sanitary manner at all times.
- Portable washrooms shall be pumped out as often as necessary by a licensed sewage hauler.
- Be sure to obtain an emergency contact number for the waste removal company.
- Portable hand wash stations shall be supplied with potable water, liquid hand soap and paper towels at all times. The hand wash stations shall be located in a convenient location close to washrooms.
- Washrooms shall be thoroughly cleaned at the end of each day.
- It is necessary to locate a hand wash station at each petting zoo exit.

**Wash hands frequently to prevent spreading germs.**

## **Determining if a Private Water Supply is Safe**

There are a number of organisms which can be transmitted through water, including bacteria, viruses and parasites. These organisms have the potential to make people sick. It is necessary to ensure the water is safe when used to prepare food, drinks, for hand washing and for cleaning food contact equipment.

### **Cistern supplied with municipally delivered water**

- One water sample taken to determine whether supply is safe.
- A cistern which is used to collect rain water is not to be used as a water supply.

### **Treated or Untreated Well**

- Three consecutive samples, taken 1-3 weeks apart are needed to determine the stability of the water supply.

All water samples must be taken by a Public Health Inspector. Please contact the Halton Region at (905) 825-6000, in a timely manner, to set up an appointment for samples to be taken.

For general information on water testing and water results please contact the Halton Region Health Department at (905) 825-6000 or visit [www.halton.ca/living\\_in\\_halton/water\\_wastewater](http://www.halton.ca/living_in_halton/water_wastewater)

## **Handling of Garbage and Wastewater**

- Garbage and waste water shall be removed from the site as often as necessary to maintain the site in a clean and sanitary manner.
- Ensure vendors are aware of garbage and wastewater disposal locations throughout the event site.
- Ensure garbage and waste water are disposed of in an appropriate manner so as to not contaminate the environment.

## Completion Check List

Prior to sending your information, please ensure the following have been completed:

- Reviewed Co-ordinator's requirements package
- Fill out Application form
- Vendor Registration List
- Site plan included

For more information on food safety, contact

**Halton Region**

**Dial 311 or 905-825-6000**

1-866-4HALTON (1-866-442-5866)

TTY 905-827-9833

Fax: 905-825-8797

**[www.halton.ca](http://www.halton.ca)**