



CANADA DAY 2017 Food Vendors Package

Thank you for your interest in providing Food Service for the 2017 Canada Day celebration.

We have provided you with a Food Vendors Package to help assist you in participating in this event and to ensure that all Vancouver Island Health Authority (VIHA) regulations have been met.

If you have any questions please contact Grace Bell via e-mail at canadaday@nanaimo.ca.

This package includes:

- VIHA Special Event Food Booth APPLICATION and PERMIT
- Concession/Vending Application
- Guidelines for TEMPORARY FOOD CONCESSIONS (food preparation on site)
- Guidelines for TEMPORARY FOOD CONCESSIONS (no food preparation on site)
- Additional information

**Please submit your completed package and fee to Beban Park
(2300 Bowen Road)
Attention: Grace Bell no later than 2017-MAY-1.**

Thank you for your interest in the 2017 Canada Day celebrations.

APPLICATION TO OPERATE

A TEMPORARY FOOD SERVICE



Please complete this application and deliver, fax, mail or email to the local Health Authority AT LEAST 14 DAYS PRIOR TO THE EVENT DATE. Incomplete or late applications may not be processed. Any questions; please contact your local Health Officer.

Name of Event:				Food Service Name:		
Location:				Date(s) and Time of Operation:		
Event Organizer:				Operator(s):		
Day Phone:		Cell Phone:		Day Phone:		
Fax:		eMail:		Cell Phone:		
Mailing Address:				Mailing Address:		
<i>As Event Organizer, complete this portion of the Application and ensure that an Approval to Operate has been issued for each Applicant prior to the event date.</i>				Other Information:		
Food Item (s)		Hot	Cold	Where Prepared	Preparer's Name	Cooking Method
How will food be protected and kept hot/cold while being transported prior to service?				What will be the source of your hot and cold running water?		
How will cold food be kept below 4 °C (40 °F) and/or hot food be kept above 60 °C (140 °F)?				What hand washing/ware washing facilities will be provided?		
How will food be served?				How will food preparation surfaces, utensils and equipment be cleaned and sanitized?		

CANADA DAY 2017

Concession / Vending Application

(Please print clearly - incomplete applications will not be considered)

Operation/Company/Organization:	
Contact Person:	
Home Number:	
Work Number:	
Cell Number:	
Email Address:	
Mailing Address:	
List staff onsite with foodsafe (print names):	
Power Requirements	power 220 <u>or</u> 30 amps
Do you have self-contained hand washing facilities? Yes _____ No _____	
Vehicle Length____ Width____ Height____ Is level ground needed? Yes _____ No _____	

Proposed list of items to sell: _____

Attach VIHA permit to operate:

- Full time vendor – attach copy of VIHA permit you have (check and attach form)
- Fundraising vendor – vendor to give VIHA the Application to Operate Temporary food Service

Please Note:

Each vendor must provide any water connections, hoses, hand washing station, tables, chairs, power boards, and electrical cords for his/her booth.

(Initial)

_____ The vendor fee for Canada Day is \$175.00 payable to the City of Nanaimo.

Cheque enclosed. Visa, MC, American Express. Card No. _____ Exp _____.

Signature: _____.

_____ Vendors must be on site from 9:00 am to 3:00pm on July 1, 2017.

_____ Vendors who do not vacate the park by 4:30pm will be charged for staff overtime at a flat rate of \$200.00/hour.

_____ I agree to remove all my garbage from the park. Garbage and recycling disposal is available on site. Disposal of garbage, recycling and grease is the vendors' responsibility. Vendors who fail to leave the park in an acceptable condition will be charged for staff overtime at a flat rate of \$200.00/hour.

_____ Each vendor must complete the attached forms, "Special Event Food Booth Application and Permit", and comply with all VIHA requirements. A copy of the permits must be submitted with your application.

This is an application to become a food vendor at Canada Day 2017. It is not a guarantee of vendor placement in the event. Vendor placement is at the discretion of the event coordinator and is based on space, power/water requirements, and international food options and healthy choices, as well as payment included. There will be a limited number of food vendors at this event.

All forms and fees must be received by May 1, 2017. Late payment/application will not be considered. Booth locations will be assigned no later than June 5, 2017. If you have any questions please contact: Grace Bell at 250-756-5200 or canadaday@nanaimo.ca.

GUIDELINES FOR TEMPORARY FOOD CONCESSIONS FOOD PREPARATION ON SITE

PURPOSE

To provide guidelines to assist operators of special events to plan a facility that meets with the approval of the Health Authority prior to operation. These types of foodservices are time-limited, normally less than 14 days in duration per year. The size and type of facility required may depend on the extent of preparation and type of foods being handled. Operations, which sell only non-hazardous pre-packaged confections or drinks in sealed containers or draught drinks in single service containers, are excluded. The food preparation facility must comply with the **BC Food Premises Regulation**.

FOOD

1. All food must be from approved sources and must be maintained in a safe and wholesome condition at all times.
2. Pre-packaged potentially hazardous foods must be labelled with the name and address of the approved manufacturer and the preparation date.
3. All potentially hazardous foods must be maintained at a temperature at or less than **4°C/40°F** or at or greater than **60°C/140°F**. Mechanical refrigeration and hot holding units of adequate size for the storage of potentially hazardous foods shall be provided.
4. Food shall be physically protected from contamination at all times during transportation, storage, preparation, display, and service.
5. All self-serve condiments or toppings must be in approved dispensers or be single service packages.
6. All foods must be cooked to a minimum temperature as established in the written Food Safety Plan.
7. Potentially hazardous food temperatures must be monitored with an accurate probe thermometer and written records maintained.

UTENSILS

1. Only single service (disposable) eating utensils are approved.

WATER

1. Hot (**minimum of 44°C/110°F**) and cold potable water must be supplied on a continuous flow basis. Water under pressure, including gravity flow, is required. Hand pumps are not acceptable for this purpose. Water must be delivered through potable water hoses only.
2. A separate hand sink equipped with hot and cold running water, soap in a dispenser, and single-use paper towels must be supplied.

3. An approved three-compartment sink for washing, rinsing, and sanitizing utensils is required. Communal ware washing sinks may be acceptable.

REFRIGERATION

Adequate mechanical refrigeration (electrical, propane, etc.), capable of maintaining potentially hazardous foods at temperatures at or below **4°C/40°F** at all times, is required. Thermometers must be provided in all refrigeration units.

VENTILATION

All cooking equipment must be adequately ventilated to prevent the accumulation of smoke, condensation, and odours.

WASTE DISPOSAL

The waste water holding tanks should be sized to accommodate at least 125% of the volume of the potable water supply and an approved site for disposal of the waste water shall be specified. Satisfactory arrangements for the disposal of, or storage and final disposal of, all waste water into a municipal sewer or an approved sewage disposal system must be provided.

The outside area shall be kept in a clean and sanitary condition, and satisfactory provision for garbage storage and disposal shall be made.

GENERAL

Facilities must be constructed as to preclude environmental contamination of the food via dust, rain, birds, etc. Plans, specifications, and an application form must be submitted and approved by the Environmental Health Officer **prior to construction**. All surfaces must be tight, smooth, non-absorbent, and easily cleanable. Any food storage must be in approved premises.

PERMIT

A final inspection and a permit or approval to operate must be obtained from the Environmental Health Officer prior to opening. The permit must be displayed in a prominent place on the unit, visible to the public. There may be a fee for the 'Permit to Operate'.

FOODSAFE

Every operator must have a valid FOODSAFE certificate and, when absent, at least one other employee must be FOODSAFE trained and certified.

FOOD SAFETY PLAN

A written Food Safety Plan and Sanitation Plan is required prior to operation.

GUIDELINES FOR TEMPORARY FOOD CONCESSIONS NO FOOD PREPARATION ON SITE

PURPOSE

To provide guidelines to assist operators of special events to plan a facility that meets with the approval of the Health Authority prior to operation. The facilities required will depend on the extent of preparation and type of foods being handled. Operations, which sell only non-hazardous pre-packaged confections or drinks in sealed containers or draught drinks in single service containers, are excluded.

FOOD

1. All food must be prepared/cooked/assembled at approved premises. The food must be maintained in a safe and wholesome condition at all times.
2. Pre-packaged potentially hazardous foods must be labelled with the name and address of the approved manufacturer and the preparation date.
3. All potentially hazardous foods must be maintained at a temperature at or less than 4°C/40°F or at or greater than 60°C/140°F. Mechanical refrigeration and hot holding units of adequate size for the storage of potentially hazardous foods shall be provided.
4. Food shall be physically protected from contamination at all times during transportation, storage, preparation, display, and service.
5. All self-serve condiments or toppings must be in approved dispensers or be single service packages.
6. Potentially hazardous food temperatures must be monitored with an accurate probe thermometer and written records maintained.

UTENSILS

1. Only single service (disposable) eating utensils are approved.

WATER

1. Hot (**minimum of 44°C/110°F**) and cold potable water must be supplied on a continuous flow basis. Water under pressure, including gravity flow, is required. Hand pumps are not acceptable for this purpose. A suitable connection to an approved water supply with backflow prevention is acceptable. Water must be delivered through potable water hoses only.
2. A separate hand sink equipped with hot and cold running water, soap in a dispenser, and single-use paper towels must be supplied.
3. Sinks for ware washing, rinsing, and sanitizing, on site, may be required, subject to operational requirements. Communal ware washing sinks may be acceptable.

REFRIGERATION

Adequate mechanical refrigeration (electrical, propane, etc.), capable of maintaining potentially hazardous foods at temperatures at or below 4°C/40°F at all times, is required. Thermometers must be provided in all refrigeration units.

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The waste water holding tanks should be sized to accommodate at least 125% of the volume of the potable water supply and an approved site for disposal of the waste water shall be specified. Satisfactory arrangements for the disposal of, or storage and final disposal of, all waste water into a municipal sewer or an approved sewage disposal system must be provided.

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APPROVAL

Approval to operate must be obtained from the Environmental Health Officer prior to opening.

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