



Hamilton

Special Event Food Vendor Application Form 2026

Food vendors must complete and return this form to the **EVENT ORGANIZER**.

EVENT ORGANIZERS are responsible for submitting all completed forms to Public Health Services **Thirty (30) days** before the start date of event. Additional fees will be issued to vendors for late submissions.

Separate Vendor Application Forms must be completed and submitted for each event you participate in, regardless of attendance at multiple special events in one year.

#### **SPECIAL EVENT REQUIREMENTS**

All food vendors **MUST** submit a completed Vendor Application Form to the **event organizer**. Event organizers must submit all vendor application forms as one full package **at least 30 days before** the start date of event.

- Document must be submitted in the following format: "Vendor Name – Event Name and date"

Vendors must comply with Pkg #3 titled, **Requirements for Food Vendors at Special Events** and with applicable sections of the Food Premises Regulation, under the *Health Protection and Promotion Act, R.S.O., 1990*.

All food served at the event must be obtained from an approved and inspected source and prepared in an approved and inspected kitchen.

- Food vendors and food trucks **MUST** attach a copy of the kitchens most recent public health inspection report. Disclosure signs (i.e. Green "Pass" Sign) will not be accepted.

If the food vendor/truck uses or rents a kitchen space to prepare food, the vendor **MUST** attach the following:

- Letter from owner of the kitchen space confirming that food is prepared at that location.
- Copy of the rented kitchen's most recent public health inspection report. Disclosure signs will not be accepted.

A Public Health Inspector may contact you prior to the event to discuss your application.

Out of town **food trucks/trailers** must contact the Hamilton Licensing Department 905-546-2782 (option #2) or at [Foodtrucks@Hamilton.ca](mailto:Foodtrucks@Hamilton.ca)

Unlicensed food service vehicles will not be permitted to operate within the City of Hamilton. Vehicles that are found to be operating without a licence may be subject to penalties/fines or be asked to leave the event.

## VENDOR INFORMATION

<b>VENDOR INFORMATION</b>	
<b>Vendor/Contact Name:</b>	
<b>Name of Booth/Concession:</b>	
<b>Type of Facility:</b> Truck/ Trailer <input type="checkbox"/> Booth <input type="checkbox"/>	
<b>Legal Name (Corporation Name/Number):</b>	
<b>City of Hamilton Plate # (if applicable):</b>	
<b>MTO Ontario Plate # (if applicable):</b>	
<b>Address:</b>	
<b>Business Phone #:</b>	<b>Cell Phone #:</b>
<b>Email Address:</b>	

<b>EVENT INFORMATION</b>	
<b>Event Name:</b>	
<b>Event Location/Address:</b>	
<b>Event Date:</b>	
<b>Hours of Operation:</b>	
<b>Date(s) vendor is participating at event:</b>	

## **PARTICIPATION IN OTHER EVENTS IN THE CITY OF HAMILTON**

**Prior to this, have you participated in an event in the City of Hamilton this year?**

Yes  No

**If yes, please provide the name and date of the event(s) you have participated in:**

**If yes, were you inspected by Hamilton Public Health? Yes      No**

**PROPOSED FOOD MENU (For additional space to list all food and suppliers, attach a separate page)**

<b>Food Item(s) Offered to the Public</b>	<b>Name and Address of Source(s)/Supplier(s)</b>	
	Name:	
	Address:	Phone:
	Name:	
	Address:	Phone:
	Name:	
	Address:	Phone:
	Name:	
	Address:	Phone:

**Please Note: Food from an uninspected source is not permitted, including uninspected home prepared foods.**

**FOOD PREPARATION**

**Name and address of establishment where food will be prepared PRIOR to the event:**

**Brief description of on-site food preparation methods at event:**

## FOOD HANDLING AND DISHWASHING EQUIPMENT

<b>What type of equipment will you have on-site? (check all that apply)</b>	Two (2) compartment dishwashing station	Single service Eating utensils
	Three (3) compartment dishwashing station	Hairnets/hats
	Thermometer: coolers/refrigerators, cooking	Sanitizing solution
	Cooking utensils – specify total number:	Other (specify):

## CLEANING AND SANITIZING

**What type of sanitizer will be used for sanitizing utensils and food contact surfaces?**

- Chlorine (Bleach)
- Quaternary Ammonium Compound (QUAT)
- Other (specify):

## HANDWASHING

**What type of handwashing station will be provided in the food handling/food preparation area?**

**Please note:** Handwashing station must be equipped with liquid soap and paper towel in dispensers used for handwashing only.

- Fixed Sink
- Portable Sink / Temporary Handwash
- No Handwashing Station (please explain):

## FOOD STORAGE AND TRANSPORTATION

<p>How will food, prepared prior to the start of the event, be transported to the event?</p>	<p>Refrigerator (4°C or lower) Chest freezer (frozen state)</p>	<input type="checkbox"/> Insulated cooler with ice (4°C or lower) <input type="checkbox"/> Insulated unit (60°C or higher)
<p>Cold Holding  How will food be properly kept cold and where?</p>	<input type="checkbox"/> Refrigerator (4°C or lower)  Chest freezer (frozen state)	<input type="checkbox"/> Insulated cooler with ice (4°C or lower)  Other (specify):
<p>Hot Holding  How do you intend to keep food properly hot</p>	<input type="checkbox"/> Steam table (60°C or higher) <input type="checkbox"/> Chafing dishes (60°C or higher) <input type="checkbox"/> BBQ/Grill (60°C or higher)	Other (specify):
<p>Re-heating. What method(s) will be used to re-heat food to the proper temperature prior to service?</p>	<input type="checkbox"/> Stove top <input type="checkbox"/> Microwave oven <input type="checkbox"/> BBQ/Grill	Other (specify):

## EQUIPMENT LAYOUT FOR BOOTH

**Provide an equipment layout for your booth at the event. The layout can be hand drawn in the space below or attached to this application.**

**Please note:**

At a minimum, temporary handwashing stations must consist of an insulated container with a spigot that provides continuous free-flowing warm water, along with a supply of liquid soap and paper towel in a dispenser. Hot water can be provided using a coffee urn, kettle, or pot of boiling water. A bucket to collect the wastewater must also be in place. This type of a temporary handwashing station must be set up on an elevated surface (i.e., table).

## COMMENTS

	<p>I have read the <b>Requirements for Food Vendors at Specials Events</b>. I understand the requirements for food vendors at Special Events in the City of Hamilton.</p> <p>Name of Vendor</p>
Date	<p>Vendor's Signature</p> <hr/>

**Requirements are subject to change at the discretion of Public Health.**

**Adapted with permission of York Region Community and Health Services**