



City of Hamilton - Public Health Services Health
Environments Division – Food Safety
Robert Thomson Building 110 King St W, 2nd Floor
Hamilton, ON L8P 3S6 Phone: 905-546-2489
Fax: 844-444-0678
foodsafety@hamilton.ca
www.hamilton.ca/foodsafety

Dear Event Organizer:

RE: Special Event Organizer Application Form & Food Safety Information Package 2025

Hamilton Public Health Services helps event organizers ensure safe food handling at Special Events in the City of Hamilton to reduce the risk of foodborne illness.

Event Organizer Responsibilities

1. Complete the **Special Event Organizer Application Form** (below).
2. Provide each food vendor with a copy of the **Special Event Food Vendor Application Form** and **Requirements for Food Vendors at Special Events** document.
3. Food vendors (including food trucks) are required to submit a copy of the kitchen's most recent public health inspection report. If the kitchen space is rented to prepare food, following must be provided:
 - 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.
4. Collect all completed vendor applications as **one single event package** and forward the completed package to Hamilton Public Health at least **30 days** before the start date of event.
 - All emails to Public Health must have the **name & date** of event in the subject line.
 - Submissions using Google Drive will not be accepted.
5. Notify Hamilton Public Health of any significant changes to the original application.
6. **ONLY** the **2025** Food Vendor Application Form **will be accepted**.

The Special Event Organizer will be invoiced **after** the event for inspection services rendered. Refreshment Vehicles fully licensed by the City of Hamilton are not required to pay this fee. **All** food trucks must be listed on the **Special Event Food Vendor Application**, including City of Hamilton Plate Number.

Cost: Administration fee is \$45.00/vendor (HST incl) if inspections are required. Late fee is \$34.00/vendor (HST incl) regardless. **Prices are subject to change without prior notice.**



Special Event Organizer Application Form

Please complete and return to Hamilton Public Health at least 30 days before the start date of event.

If you require assistance completing this form, please contact Hamilton Public Health Services at **905-546-2489**.

Completed packages can be submitted to Hamilton Public Health via e-mail: foodsafety@hamilton.ca or faxed to: **844-444-0678**, or dropped off/mailed to Public Health Services, Food Safety Program, Robert Thomson Building, 110 King Street West, 2nd Floor, Hamilton, Ontario L8P 4S6.

- State the **name** and **date** of your event within the subject line when sending in your completed special events package through email.
- Submissions using Google Drive will not be accepted.

EVENT INFORMATION			
Event Name:		Expected # of Vendors:	
Event Date(s): Start: _____ End: _____		Expected # of Attendees:	
ORGANIZER INFORMATION			
Organizer's Name:			
Legal Name (Corporation Name/Number):			
Address:		Business Phone:	
City/Town:	Postal Code:	Cell Phone:	
Email Address:		Fax:	
EVENT DESCRIPTION			
Event Location/Address:			
Venue Type: Public Park <input type="checkbox"/> Street Festival <input type="checkbox"/> Mall Property <input type="checkbox"/> Other (specify): _____			
Hours of Operation:		Diagram of Event Layout Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>	
RESPONSIBILITIES OF THE ORGANIZER			
SANITARY FACILITIES:			
Will sanitary facilities be provided for the event by the organizer?			
Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, specify number)			
Portable Toilets	Yes <input type="checkbox"/> No <input type="checkbox"/>	Portable Handwash Stations	Yes <input type="checkbox"/> No <input type="checkbox"/>
Permanent Toilets	Yes <input type="checkbox"/> No <input type="checkbox"/>	Permanent Handwash Stations	Yes <input type="checkbox"/> No <input type="checkbox"/>

WATER SUPPLY:

Will potable water be supplied to vendors? Yes (If yes, complete next question on water source) No

WATER SOURCE: Municipal Well Bottled Water truck (Company Name): _____

Water lines made of food-grade material: Yes No

Backflow devices provided: Yes No

Ice supplied to vendors: Yes (If yes, source of water used to make ice): _____ No

HYDRO:

Electricity available to vendors: Yes No

Back-up power available: Yes No

Refrigerated trucks provided for vendor use: Yes No

SEWAGE, WASTE WATER & GARBAGE DISPOSAL:

Method of Sewage Disposal: Municipal Private/Septic

Garbage will be disposed of daily: Yes No

Method of Waste Water Disposal: Municipal Holding Tank Grey Water Containers
 Other, explain below:

VENDORS:

It is the responsibility of the Event Organizer to ensure that Hamilton Public Health Services is provided with a comprehensive list of all the vendors that will be at the event. This list is to be supplied at the time of submission of this application.

INFORMATION ABOUT THE VENDORS PARTICIPATING AT THE EVENT

Will there be any vendors at the event that perform personal services such as tattooing, body piercing, manicures/pedicures or hair cutting? Yes No

Will any of the vendors be operating a Petting Zoo (i.e., any vendors that provide a service where the public has contact with animals)? Yes No

FOOD VENDORS

Total number of **Food Vendors** participating in the event: _____

Provide a description of the proposed types of foods that will be served at the event (e.g. hamburgers, chicken skewers, roast beef, roasted pig, ribs, etc.):

LIST OF VENDORS (Please ensure this list includes ALL vendors. If additional space is required, please attach a separate page).

Event Name:	Organizer Name:	
Provide Vendor's Name and the Name of their Food Booth	Vendor's Mailing Address and Vendor's Email Address	Vendor's Phone Number(s) (business and cell)
Vendor's Name: Food Booth: Food Truck Plate #:		
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Vendor's Name: Food Booth: Food Truck Plate #:		

*Please ensure every vendor receives a copy of Hamilton Public Health's **Requirements for Food Vendors at Special Events**.

Date:

Organizer's Signature

Adapted with permission of York Region Community and Health Services