

Temporary Event Coordinator's Planning Guide

What are Temporary Events?

Temporary events include music festivals, tradeshow, fundraising BBQs and other events where services are offered to the public from temporary or mobile facilities. Facilities at locations can vary, from sites without basic utilities such as an open field to modern convention centres with all the amenities. The food, water and other services offered, can present health risks to the population in attendance. The *Public Health Act* provides for the delivery of health protection programs to minimize these risks. This focus of this Guide is on food services, but planners should also be considering other aspects of special events – potable water, liquid and solid waste management, general sanitation and other aspects. The Guideline for Major Planned Events is posted to the BC government website and can provide more detailed information. There is also some limited information below.

Foods prepared and served by a group for members of the same group and their invited guests are not subject to these regulations and guidelines. Examples of private functions are family or workplace BBQ's and church, club or society gatherings.

Before the temporary services at an event can operate, all vendors must receive approval from an Environmental Health Officer (EHO).

When should the event coordinator contact the Environmental Health Officer?

The event coordinator should contact the EHO well in advance of the event to discuss the requirements specific to their event before any information packages go out to vendors. The larger your event, the earlier you should be in contact with the EHO. A month or two in advance is likely the minimum.

In rural areas, events in areas without infrastructure will require advance planning. For instance, plans to provide potable water to a site where there is none involves significant consultation with the EHO. Separate plan approvals, construction permits and operating permits may be required.

What information does the event coordinator need to provide?

The coordinator of the temporary event facilitates the approval process for vendors at the event and provides the EHO with all details specific to the event.

The coordinator identifies the types of food premises or activities, including any personal services, petting zoos, or pony rides offered at the event. Details about water supply, waste disposal and other infrastructure will also need to be detailed. The organizer is required to gather contact information from all those providing services to the public at the event.

Once the coordinator has collected all required information, the EHO should be contacted to review the application package.

What application forms are there to complete?

Event Coordinator

The event coordinator will need to submit, at least 14 days in advance of the event date, the following documents to the EHO:

- Event application forms:
 - Temporary Event Coordinator Application Form; Completed Temporary Food Service Application Forms from each food premise vendor; and (if applicable); and
 - Completed Applications for Sale of Higher Risk Food at Temporary Markets from food market vendors or a valid Health Authority Letter of Confirmation. The application is located in Appendix IV of the BCCDC [Guideline for Sale of Foods at Temporary Markets](#).
- Electronic spreadsheet (Excel format is preferred) of all vendors participating at the event, including the type of food and or activity provided
- Detailed site plan and floor plans, including primary and alternative power sources as well as any camping areas and drinking water bottle filling stations. Individual vendors are required to submit their own applications and plans for review of their own food booths.
- Event site sanitation plan, including details for liquid and solid waste disposal, and schedule for cleaning of public toilet facilities.

Note: The EHO and/or coordinator may ask for vendor applications greater than 14 days before the event if advance planning is required.

Vendors

All vendors shall submit applications to the coordinator by a date set by the coordinator, who will submit them to the EHO as part of the coordinators application package described above.

What are the types of services the event coordinator should identify at the event?

Temporary Food Service Booths: A food service booth, in operation no more than 14 days in a year, in which food is **processed** then served or dispensed to the public and intended for immediate consumption. Includes but is not limited to food booths, small plate presentations by restaurants, cooking demonstrations where foods are sampled by the public. The vendor is responsible for completing an Interior Health [Temporary Food Service Application](#). A temporary Permit to Operate must be issued before the applicant can serve food to the public.

Temporary Food Market Booths: A retail food establishment operated in a fixed location on a temporary basis in connection with a charitable or public event, farmers market or other event of a like nature. Retail food products may be sampled or dispensed to the public in accordance with the [Guideline for Sale of Foods at Temporary Markets](#). Examples: sales of lower risk foods prepared in homes; sales of higher risk foods with EHO approval. The application is Appendix IV of this Guideline.

Mobile Food Premises: A self-contained food service establishment, movable from place to place and equipped to store and prepare food to be served to the public. The operator must possess a valid Permit to Operate issued by a BC Health Authority and must operate under the conditions of that permit. The venue coordinator must confirm the operator of the mobile holds a valid operating permit and obtain a copy of that permit. Submission of an application as above is not required. BCCDC hosts the [Mobile Food Premises Guidelines](#). These guidelines outline the specific construction and approval criteria.

Personal Services: An establishment in which a person provides a service to or on the body of another person, and includes a barber shop, beauty parlour, health spa, massage parlour, tattoo shop, sauna and steam bath. Refer to the [Provincial Guidelines for Personal Services offered at Tradeshows](#).

Animal Areas: Any place where the public may have direct contact with animals and their environment such as petting zoos, animal exhibits, pumpkin farms, country fairs, amusement parks, shopping malls, and animal rides. These areas shall be operated in accordance with the [BCCDC Guidelines for Prevention of Zoonotic Diseases from Petting Zoos and Open Farms](#).

Smoke Free Events: Take this opportunity to designate your [outdoor event smoke-free](#). Contact the Interior Health Tobacco Reduction Program at tobacco@interiorhealth.ca for information and resources.

Smoking Areas: Check with your local government regarding smoking by-laws. It is recommended that signage be displayed identifying smoking & non-smoking areas.

What facilities and utilities are necessary at the venue?

Potable Water Supply: Vendors will need to provide food grade water hoses and backflow prevention to connect to an approved water system. Many venues have a direct connection to the local approved water supply. In areas of Interior Health where there is no connection to an approved water supply, contact the Drinking Water Officer through the local Health Protection Office for information.

Toilet Facilities: For very large events or venues without toilet facilities, portable toilets are needed. Contact your local government for requirements. Provide hand sanitizer or hand wash stations wherever portable sanitary facilities are used.

Hand Wash Stations: Hand washing is required to reduce the risk of communicable disease transmission by service providers. Determining the number of stations will require consultation with the EHO. In most cases, individual vendors will require their own hand wash station. A hand wash station may not be used for other purposes and includes:

- A hand basin supplied with hot and cold running water under pressure. For lower risk situations, the EHO may consider other handwashing options.
- Sufficient liquid soap and paper towel for the users
- Signs identifying the purpose of the hand wash station

Utensil Washing & Sanitizing Stations: Utensils used for food service require cleaning and sanitizing at prescribed intervals. In most cases, individual vendors will require their own utensil washing station. A utensil station may not be used for other purposes and includes:

- Either a two or three compartment pot sink supplied with hot and cold running water under pressure
- Liquid detergent for washing and approved sanitizer to sanitize the utensils

Tables or drain boards on each side of the station to serve as bussing and drying areas. Commercial dishwashing machines may be available at some venues and can replace the sink requirement.

Food Storage Facilities: Large or multi-day events may require centralized cold and/or dry storage facilities for food, and disposable food packaging and utensils. All potentially hazardous food must be kept at 4°C (40°F) or colder, or held hot in hot holding units at 60°C (140°F) or hotter. Food must also be stored in a manner to protect it from contamination.

Ice Supply: Ice is considered a food item. It must be obtained from an approved source and stored properly to avoid contamination. The name of your ice supplier should be provided.

Venue Food Preparation Areas and/or Cooking Services: Venues specializing in trade shows may be able to prepare foods for event vendors in their approved commercial kitchens and deliver it to the booths. Trade show organizers providing an area where vendors can prepare foods shall ensure they are properly equipped and maintained. Hand washing and utensil washing sinks shall be located in this area.

If vendors have the venue's kitchen cook their food, they must provide this information on the [Temporary Food Service Application](#). Details of any off-site preparation must be included in the vendor's food safety plan and reviewed by the EHO.

Waste Disposal: Waste must be collected and disposed of in a sanitary manner. If there are no waste removal facilities, arrangements must be made to remove garbage, greywater from sink stations, deep fry oils, and sanitary facility waste. A site sanitation management plan may be required.

Power Supply: When temporary power supplies are provided, a back-up source of power should also be provided. Temporary power supplies shall be continuous and include overnight power for refrigerated storage areas. The event will not be allowed to operate without a functioning power supply.

Tents, Canopies, Flooring:

- For outdoor venues, all food storage, preparation and service areas must have suitable overhead protection. Refrigeration equipment and cold storage areas should also be shielded from direct sunlight.
- Flooring may be required. If set-up is on grass, gravel or dirt, acceptable flooring includes asphalt, concrete or plywood.
- Contact your municipal Fire Prevention Officer for information concerning cooking equipment under canopies.

For detailed requirements, refer to the Interior Health [Temporary Food Services Guideline](#).

When will the EHO provide approval?

Approvals are expedited by submitting complete applications on time. A general site or floor plan is required to show vendors locations and how the required facilities are arranged to

support these vendors. When the plans are complete, coordinators should contact the EHO to arrange a meeting to review the plans for the event. The EHO will approve the plans or give approval with amendments to ensure sanitary requirements have been met.

Prior to the event, a final inspection may be conducted to verify that it is set up according to the plans as submitted. EHOs check to ensure all equipment is working and all food service and sanitary requirements are met. The coordinator should be available to meet on-site with the EHO to address deficiencies.

Key Points

- Contact the EHO well in advance of event to review health requirements.
- Download applications forms at <https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/Permits.aspx>
- Complete the coordinator application and collect all vendor applications.
- Complete a site plan detailing location of all vendors, wash stations, storage facilities, etc. along with a corresponding vendor spreadsheet
- Submit all documents at least 14 days before your event. You may make an appointment to discuss your event details in person with the EHO at this time.
- Incomplete applications or those submitted after the 14 day deadline may be denied.
- Upon completion of the application review and approval by the EHO, give vendors the go ahead to proceed with their event plans. Arrange time for the opening inspection and inform vendors to be ready.
- Obtain signs from your Health Officer or download a [handwashing poster](#) and [utensil washing](#) sign.
- Retain a copy of the Coordinator Application as a pre-inspection checklist for opening day.

Please contact your local government about other requirements for temporary events.

Health Protection Offices

<https://www.interiorhealth.ca/YourEnvironment/AirQuality/Documents/Health%20Protection%20Offices%20Contacts.pdf>

BC Guidelines for Major Planned Events

<https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/pses-mpes/major-planned-events>