

Temporary Event Coordinator Application

This application is to be completed by Event Coordinators. Event Coordinators are to submit a completed application and supporting documentation to EPHDirect@interiorhealth.ca for review by an Environmental Health Officer (EHO). Applications must be submitted as early as possible. At minimum, applications should be submitted 14 days in advance of the event. Submit one application per event.

For more information, review the [Temporary Event Coordinator Guide](#). To consult with an EHO in advance regarding planning requirements or for general inquiries, contact EPHDirect@interiorhealth.ca.

EVENT COORDINATOR INFORMATION		
Event Coordinator Name	Organization Name (if applicable)	
Mailing Address	City	Postal Code
Email	Phone	
EVENT DETAILS		
Event Name	Event Location / Venue Name (e.g. Name of Park, Hall)	
Event Address	Event City	
Venue Contact Name (if applicable)	Venue Contact Email	Venue Contact Phone
Event Dates		
Date(s) of Event (DD-MMM-YYYY):		
Hours of Operations:		
General Description of Event		
Daily Anticipated Attendance	Year last operated (for recurring events)	<input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event <input type="checkbox"/> Combination of both <input type="checkbox"/> Event has a Temporary Food Market Component
VENDOR DETAILS		
Types of Vendors Attending Event		Additional Documentation Required Per Vendor
Temporary Food Services	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many _____	Review • Interior Health's Health Approval for Temporary Food Service Guideline Submit • Temporary Food Service Application • Supporting documentation
Mobile Food Premises	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many _____	Submit • BC Permit to Operate (issued by a BC Health Authority)
Lower Risk Temporary Food Market Vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many _____	Review • BCCDC's Guideline for the Sale of Foods at Temporary Food Markets Submit • No Additional Documentation Required.
Higher Risk Temporary Food Market Vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many _____	Review • BCCDC's Guideline for the Sale of Foods at Temporary Food Markets Submit • Letter of Confirmation; OR • BC Approval / Permit to Operate
Temporary Personal Service Establishment (PSE)	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many _____	Review • BCCDC's Guidelines for Personal Services Offered at Tradeshows Submit • Appendix B: Application Form • Appendix C: Booth Layout
NOTE: Events with personal services in which the Event Coordinator assumes greater responsibility for vendor setups and infection control may submit applications, grouped by service type, on behalf of their vendors. See Temporary Event Coordinator Guide for details.		
Animal Areas (Petting Zoos, Open Farms)	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many _____	Review • BCCDC's Guidelines for Prevention of Zoonotic Diseases from Petting Zoos & Open Farms Submit • No Additional Documentation Required, Pending EHO Review
Camping	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many _____	Review • Province of BC's Major Planned Events page. Submit • No Additional Documentation Required, Pending EHO Review
Recreational water activities	<input type="checkbox"/> Yes <input type="checkbox"/> No Description: _____	Submit • No Additional Documentation Required, Pending EHO Review

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VENDOR LIST			
List all vendors attending the event. Only vendors included in the submitted list will be considered for approval. The Vendor List may be submitted as a separate attachment, especially if more space is needed. Spreadsheet table format is preferred.			
Vendor Type	Business Information		Documents Attached
<input type="checkbox"/> Temp Food Service <input type="checkbox"/> Mobile <input type="checkbox"/> Temp Market <input type="checkbox"/> Temp PSE	<input type="checkbox"/> Animal Areas <input type="checkbox"/> Camping <input type="checkbox"/> Rec Water	Business Name:	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
		Operator Name:	
		Email: _____ Phone: _____	
<input type="checkbox"/> Temp Food Service <input type="checkbox"/> Mobile <input type="checkbox"/> Temp Market <input type="checkbox"/> Temp PSE	<input type="checkbox"/> Animal Areas <input type="checkbox"/> Camping <input type="checkbox"/> Rec Water	Business Name:	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
		Operator Name:	
		Email: _____ Phone: _____	
<input type="checkbox"/> Temp Food Service <input type="checkbox"/> Mobile <input type="checkbox"/> Temp Market <input type="checkbox"/> Temp PSE	<input type="checkbox"/> Animal Areas <input type="checkbox"/> Camping <input type="checkbox"/> Rec Water	Business Name:	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
		Operator Name:	
		Email: _____ Phone: _____	
<input type="checkbox"/> Temp Food Service <input type="checkbox"/> Mobile <input type="checkbox"/> Temp Market <input type="checkbox"/> Temp PSE	<input type="checkbox"/> Animal Areas <input type="checkbox"/> Camping <input type="checkbox"/> Rec Water	Business Name:	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
		Operator Name:	
		Email: _____ Phone: _____	
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		Operator Name:	
		Email: _____ Phone: _____	
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		Operator Name:	
		Email: _____ Phone: _____	
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		Operator Name:	
		Email: _____ Phone: _____	
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		Email: _____ Phone: _____	
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		Operator Name:	
		Email: _____ Phone: _____	

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VENUE DETAILS		
<p>Review the requirements below and indicate how they will be met. If provided by the venue, ensure venue name is provided on page 1. A site sanitation management plan may be requested depending on the size and scope of the event.</p>		
Facility and Utility Requirements	How will requirements be met?	Check (✓) AT LEAST one per category
Potable Water Supply <ul style="list-style-type: none"> Potable water must be from an approved water system. Potable water may be supplied by an approved bulk water hauler. The water must be stored in food-grade storage tank(s). 	<input type="checkbox"/> Approved water system at venue Water system name _____ <input type="checkbox"/> Approved water hauler Water hauler name _____ <input type="checkbox"/> Vendor responsible for obtaining potable water	
Water Distribution <ul style="list-style-type: none"> Potable water must be distributed through food-grade lines. Backflow preventers must be installed and operational prior to event start. 	<input type="checkbox"/> Approved water system, indoor distribution system at venue <input type="checkbox"/> Approved water system, outdoor distribution with food grade hoses & backflow prevention devices set up <input type="checkbox"/> Vendor to supply	
Washroom Facilities <ul style="list-style-type: none"> Washroom facilities must be available for public use in adequate numbers and locations; portable washrooms may be used. Handwashing stations are also available in adequate numbers and locations. <p>*Verify with local government for their requirements.</p>	<input type="checkbox"/> Indoor toilet facilities with handwashing stations at venue Number of stalls _____ Handwash stations _____ <input type="checkbox"/> Portable toilets and handwashing stations Number of stalls _____ Handwash stations _____ Disposal service company name _____	
Shower Facilities <ul style="list-style-type: none"> Shower facilities supplied with pressurized potable hot and cold running water should be available for public use if overnight camping is anticipated. 	<input type="checkbox"/> Shower facilities available at venue Number of stalls _____ <input type="checkbox"/> Not applicable	
Wastewater Collection & Disposal <ul style="list-style-type: none"> Wastewater must be properly contained and regularly disposed of in a sanitary sewer (NOT on the ground or in storm drains). There is NO cross connection with potable water. 	<input type="checkbox"/> Plumbing connection to sanitary sewer at venue <input type="checkbox"/> Holding tank(s) of adequate size Disposal service company name _____ <input type="checkbox"/> Vendor responsible for collection and disposal	
Garbage Collection & Disposal <ul style="list-style-type: none"> Garbage must be properly contained and regularly disposed of. Garbage containers are adequately sized, leak-proof and available in adequate numbers. 	<input type="checkbox"/> Venue responsible for collection and disposal <input type="checkbox"/> Disposal service company Disposal service company name _____ <input type="checkbox"/> Vendor responsible for collection and disposal	
Power Supply <ul style="list-style-type: none"> Adequate and continuous supply of power must be available and ready for connection prior to vendor arrival (consider a back-up power supply as well). 	<input type="checkbox"/> Venue to supply <input type="checkbox"/> Generator(s) with proper power connection Alternative power supply _____ <input type="checkbox"/> Vendors to supply	
Outdoor Booth Construction <ul style="list-style-type: none"> Suitable overhead cover (e.g. tents, canopies) must be provided over storage and service areas (e.g. food storage, preparation and service areas; PSE equipment storage and service areas). Flooring is a hard, level surface that prevents generation of mud, dust and dirt, and protects site from flooding. Lighting is sufficient for service activities extending into the evening. 	<input type="checkbox"/> Venue or Event Coordinator to provide suitable overhead cover, flooring and lighting <input type="checkbox"/> Vendor to provide suitable overhead cover, flooring and lighting <input type="checkbox"/> Not applicable, event is indoors	
Handwashing Stations & Supplies <ul style="list-style-type: none"> Handwashing stations for service activities (e.g. food and PSE) must be adequate in quantity and location AND supplied with pressurized potable hot and cold running water, liquid soap and single-use paper towels. Washroom handwashing stations are not acceptable. 	<input type="checkbox"/> Venue or Event Coordinator to provide handwashing stations, liquid soap and paper towels: <input type="checkbox"/> Attach proposed handwashing station photo / spec. sheet <input type="checkbox"/> Vendor responsible for setting up handwashing stations, liquid soap and paper towels	

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Review the requirements below and indicate how they will be met. If provided by the venue, ensure venue name is provided on page 1. A site sanitation management plan may be requested depending on the size and scope of the event.	
Facility and Utility Requirements	How will requirements be met? Check (✓) AT LEAST one per category
Complete this section if Food Services are offered	
Dishwashing Stations & Supplies <ul style="list-style-type: none"> A 2- or 3-compartment sink OR commercial mechanical dishwasher is required on-site for reusable dishes and utensils. Dishwashing stations must be supplied with pressurized potable hot and cold running water with drain boards. Detergent and sanitizer (200 ppm chlorine bleach solution OR 200 ppm quaternary ammonium solution) must be available. 	<input type="checkbox"/> Venue to provide dishwashing station to vendors <input type="checkbox"/> Attach dishwashing station photo AND (indicate one): <input type="checkbox"/> Venue to provide detergent and sanitizer OR <input type="checkbox"/> Vendor to provide detergent and sanitizer <input type="checkbox"/> Vendor responsible for dishwashing, cleaning and sanitation <input type="checkbox"/> Not applicable, single-use disposal OR dish rental company used
Shared Food Storage (Refrigeration & Dry Goods) <ul style="list-style-type: none"> Storage areas must protect food from contamination and tampering. Cold food storage must be mechanically refrigerated, located in a secure area, have sufficient space, and be well-lit to facilitate cleaning and sanitation. Dry food storage must be elevated off the ground, located in a pest-proof and secure area, have sufficient space, and be well-lit to facilitate cleaning and sanitation. 	Cold Food Storage <input type="checkbox"/> Provided by venue or Event Coordinator Description (e.g. refrigerated truck) _____ <input type="checkbox"/> Not applicable, vendor responsible for food storage <hr/> Dry Food Storage <input type="checkbox"/> Provided by venue or Event Coordinator Description _____ <input type="checkbox"/> Not applicable, vendor responsible for food storage
Ice Supply <ul style="list-style-type: none"> Ice intended for consumption must be from an approved source stored in a sanitary manner. 	<input type="checkbox"/> Venue or Event Coordinator to provide ice Supplier name _____ <input type="checkbox"/> Vendor to supply
Complete this section if Personal Services are offered	
Equipment Cleaning Stations & Supplies <ul style="list-style-type: none"> Designated area(s) for cleaning, disinfection and sterilization of re-usable instruments and equipment must be available and properly maintained. Supplies required for proper infection control are available in sufficient quantities and protected from contamination. Where needed, sharps containers are available, and biohazardous waste properly disposed of. 	<input type="checkbox"/> Venue or Event Coordinator to provide and maintain designated area(s) for cleaning, disinfection, sterilization and infection control <input type="checkbox"/> Vendor responsible for all aspects of cleaning, disinfection, sterilization and infection control

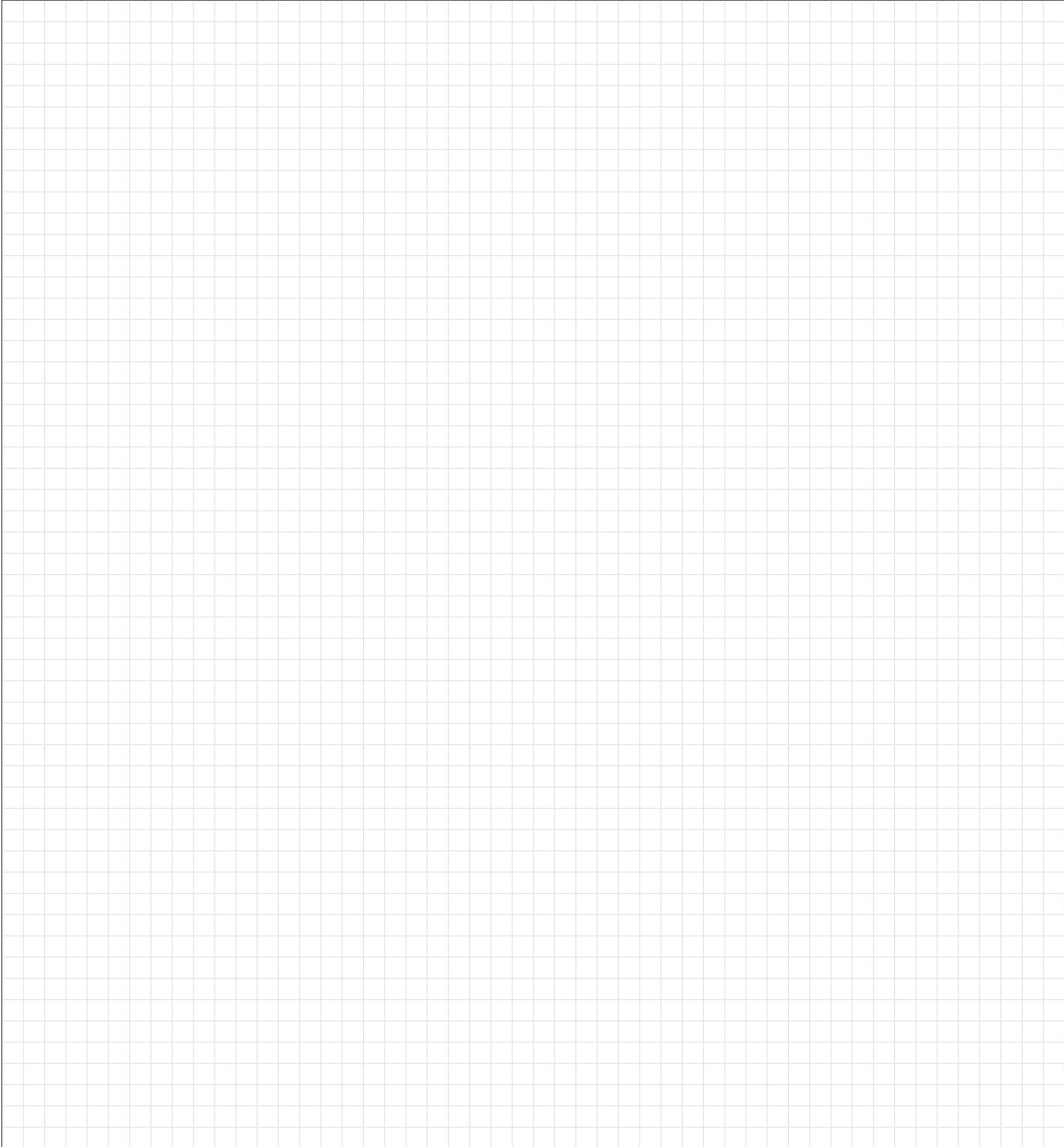
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VENUE SITE PLAN / LAYOUT

Draw and label a site plan showing the locations of all vendors and the venue details indicated on page 3. Check (✓) all that apply.

This site plan may be attached as a separate document.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Vendor locations
<input type="checkbox"/> Petting zoos / open farms
<input type="checkbox"/> Camping / shower areas
<input type="checkbox"/> Recreational water areas | <input type="checkbox"/> Potable water supply
<input type="checkbox"/> Wastewater / garbage collection areas
<input type="checkbox"/> Wastewater / garbage disposal areas
<input type="checkbox"/> Power supply | <input type="checkbox"/> Washroom facilities / Portable washrooms
<input type="checkbox"/> Handwashing station(s)
<input type="checkbox"/> Cold and / or dry food storage areas
<input type="checkbox"/> Dishwashing station(s) | <input type="checkbox"/> PSE storage areas
<input type="checkbox"/> Equipment cleaning, disinfection, sterilization station(s) |
|---|--|--|---|



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APPLICANT DECLARATION

On-site food and other regulated services offered to the public shall not commence until approval has been granted by an Environmental Health Officer of the local BC Health Authority. Advise vendors to be set up ahead of event start time. Vendors and Event Coordinators shall be available to attend inspections with the Environmental Health Officer.

- I am the event coordinator, and I declare that the information in this application is true and accurate to the best of my knowledge.
- I understand the completion of the above requirements is necessary to receive approval to operate food and other regulated services described in this application. Should I fail to meet the requirements, I understand that all or part of the event will not receive approval to operate.
- I understand it is my responsibility to advise the Health Authority in advance of any changes.

Date of Application (dd / mmm / yyyy)	Printed Name	Signature (not required for email submissions)
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REQUIRED DOCUMENTATION

Ensure the following documents are attached to your completed [Temporary Event Coordinator Application Form](#):

- Additional documentation required for individual vendors, if applicable (see page 1)
- List of all vendors including vendor type, business name, and contact information (see page 2)
- Photo / specification sheet of handwashing station(s), if applicable (see page 3)
- Photo of dishwashing station(s), if applicable (see page 3)
- Event site plan / layout (see page 4)

Submit the application and supporting documentation to EPHDirect@interiorhealth.ca well in advance of the event and at minimum 14 days before event start.

Please keep a copy of this application for your records and for use as a pre-inspection checklist.