

Special Event Organizer Notification

Environmental Public Health

Forward completed ORGANIZER and all VENDOR notifications to your nearest Environmental Public Health office no later than 30 days prior to the special event. Contact information is available on Page 4 of this form.

Please submit all changes by email to your local public health inspector or resubmit this form to your nearest Environmental Public Health office 14 days prior to the special event.

Event Details - Whe	en and where	e is your event?					
Event Name:							
Event Address:							
1st Day:	Day: Start Time:			End Time:			
2nd Day:	nd Day:		Start Time:		y:		
3rd Day:	y:		Start Time:		End Time:		
If longer than 3 days, p dates and times:	rovide other						
Event Attendance a	and Vendor 1	ypes - What is	happening	at your event?	?		
How many people do y	ou expect to a	tend each day: _					
Will there be liquor serv	/ice? ☐ Ye	Yes No If you offer liquor service, you will need AGLC approval.				oval.	
	Tempo	orary Food Establis	shment:	Yes	No		
What types of vendors	will Permit	ted Mobile Food E	Stablishment	s: Yes	No		
attend the event?	Petting	Petting Zoo:		Yes	No		
		nal Services: cs, piercing, microblad	ling, tattooing etc	Yes	No		
If other vendors, please	e provide detai	S:					
Organizer Details - W	ho do we cor	tact to discuss th	nis applicatio	n?			
Name:			Ph	one number:			
Address:				City:			
Province:	ovince: Postal code:						
Will the organizer be or	n-site during the	e event?	Yes [No			
If no, who will be on-site?	Name:						
	Position:						
	Phone number	er:					
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Toilets and Handwashing Sinks for Event A	ttendees
	Permanent toilets:
How many toilets are you providing?	Temporary toilets:
How many handwashing sinks are	Permanent sinks:
you providing?	Temporary sinks:
Will you be providing hand sanitizer stations at the toilets? If so, how many?	
Utilities and Equipment Provided to Vendor	rs
	☐ Yes ☐ No
Are you supplying potable water?	If yes, provide supply.
For example, municipal water supply or water haulers.	
	☐ Yes ☐ No
Are you supplying electricity?	If yes, indicate how.
	Permanent electrical outlet Generator
	Other
Are you providing a handwashing sink for each vendor?	Yes No Note: If you don't provide handwashing sinks to each vendor, ensure all vendors supply a handwashing sink.
Are you providing a dishwashing sink for each food vendor?	☐ Yes ☐ No
	☐ Yes ☐ No
Will food vendors have access to an on-site kitchen for food preparation and/or dishwashing?	If yes, provide details.
	☐ Yes ☐ No
Are you providing wastewater collection and removal from the site?	If yes, provide how often and/or hired company.
	☐ Yes ☐ No
Are you providing garbage collection and removal from the site?	If yes, provide how often and/or hired company.
	☐ Yes ☐ No
Are you providing equipment reprocessing for personal services vendors?	If yes, provide how often and/or hired company.
	☐ Yes ☐ No
Are you providing sharps collection and disposal for personal services vendors?	If yes, how and where will sharps be disposed?
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Restrictions on vendors	
Have you imposed any restrictions on the	
vendors?	

For example, no cooking on-site, no use of generators, limited power supply, or pre-packaged foods.

Vendor List

List all vendors offering food, food samples, beverages or personal services. Add additional pages as needed. Indicate vendor business type: temporary food establishment (TFE), permitted food establishment (FE), personal services (PS), petting zoo or other. Please note, vendors offering low risk foods only, do not need to complete a vendor form.

Business Name (Add mobile decal number if appropriate e.g. EDM-1234)	Contact Person	Phone Number	Email Address	Vendor Business Type (see underlined above)	Low risk home prepared foods only? (e.g. Prepackaged, nonperishable baked goods) *No vendor form required
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Site Layout

Provide a site map when you forward this notification to Environmental Public Health.

Indicate information provided on site map. Check all that apply.

All vendors (including mobile vendors)

All washrooms

All handwashing sinks

Garbage collection sites

Wastewater collection sites

Who completed this form?

Name	
Date	

Save your completed Special Event Organizer Notification form and email it to the nearest address below. A map is provided for your reference. **Central intake line 1-833-476-4743**

Northern Alberta

Environmental Public Health north.specialevents@ahs.ca

Edmonton Area

Environmental Public Health edm.specialevents@ahs.ca

Central Alberta

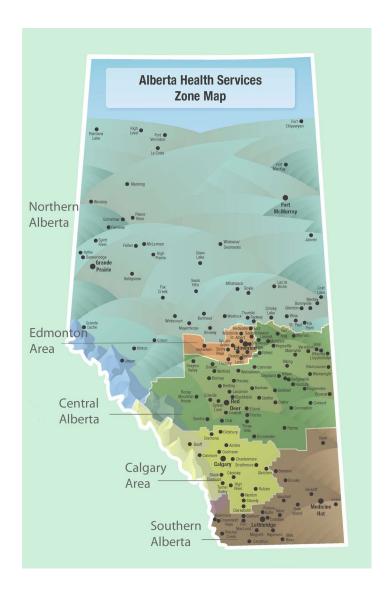
Environmental Public Health central.specialevents@ahs.ca

Calgary Area

Environmental Public Health cal.specialevents@ahs.ca

Southern Alberta

Environmental Public Health south.specialevents@ahs.ca



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