

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 - When and where is your event?							
Event Name:							
Event Address:							
1st Day:	Start Time:		End Time:				
2nd Day:	Start Time:		End Time:				
3rd Day:	Start Time:		End Time:				
If longer than 3 days, provide other dates and times:							
Event Attendance and Vendor Types - What is happening at your event?							
How many people do you exp	pect to attend each day:						
Will there be liquor service?	be liquor service? Yes No If you offer liquor service, you will need AGLC approval.						
What types of vendors will attend the event?	Temporary Food Establishment:		☐ Yes	□No			
	Permitted Mobile Food Establishm	nents:	☐ Yes	□No			
	Petting Zoo:		Yes	□No			
	Personal Services: (esthetics, piercing, microblading, tattooir	ng etc.)	☐ Yes	□No			
If other vendors, please provide details:							
Organizer Details - Who do we contact to discuss this application?							
Name:		Phone n	umber:				
Address:		City:	City:				
Province:	Postal code:		Email:				
Will the organizer be on-site	during the event?	□No					
If no, who will be on-site? Nan	ne:						
Pos	ition:						
Pho	ne number:						
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Toilets and Handwashing Sinks for Event A	ttendees			
Llavo asano tailata ana vao manidia ao	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 Vendors				
	☐ Yes ☐ No			
Are you supplying potable water?	If yes, provide supply.			
For example, municipal water supply or water haulers.	ii yes, provide supply.			
	☐ Yes ☐ No			
Are you supplying electricity?	If yes, indicate how.			
Are you supplying electricity:	☐ Permanent electrical outlet ☐ Generator			
	□ Other			
Are you providing a handwashing sink for each vendor?	Yes 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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Vendor List					
List all vendors offering food, food samples 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.					
Business Name (Add mobile decal number)	Contact Person	Phone Number	Email Address	Vendor Business Type	
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Restrictions on Vendors

vendors?

foods.

Have you imposed any restrictions on the

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

Site Layout			
Provide a site map when you forward this notification to Environmental Public Health.			
Indicate information provided on site map	☐ All vendors (including mobile vendors)		
Check all that apply.	☐ All washrooms		
	☐ All handwashing sinks☐ Garbage collection sites☐ Wastewater collection sites		
Who completed this form?			
Name			
Date			
I .			

Save this form. You may need to choose Print Option and the save as "Adobe PDF".

Email, fax or mail your completed Special Event Organizer Notification to the nearest address below.

A map is provided for your reference.

Northern Alberta

Environmental Public Health

north.specialevents@albertahealthservices.ca

Phone: 780-513-7517
Call for correct fax number.

Edmonton Area

Environmental Public Health

edm.specialevents@albertahealthservices.ca

Phone: 780-735-1800 Fax: 780-735-1802

Central Alberta

Environmental Public Health

central.specialevents@albertahealthservices.ca

Phone: 403-356-6367 Toll-free: 1-877-360-6366

Fax: 403-356-6433

Calgary Area

Environmental Public Health

specialevents@albertahealthservices.ca

Phone: 403-943-2295 Toll-free: 1-855-943-2288

Fax: 403-943-8056

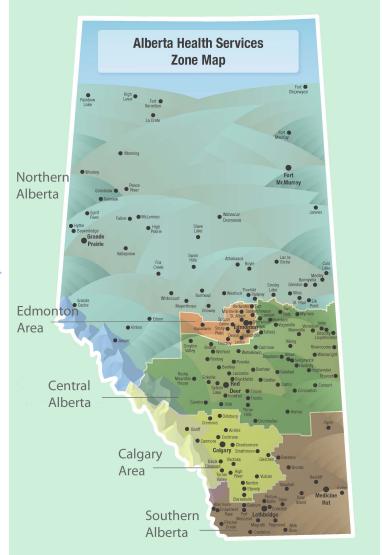
Southern Alberta

Environmental Public Health

south.specialevents@albertahealthservices.ca

Phone: 403-388-6689 Toll-Free: 1-877-355-6689

Fax: 403-328-5934



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