

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

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.

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.

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.

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. 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.

Are there application forms 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; and
 - Completed Temporary Food Service Application Forms from each food premise vendor; and (if applicable)
 - Completed Applications for Sale of Higher Risk Food at Temporary Markets from food market vendors.
- Electronic spreadsheet of all vendors participating at the event.

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- Detailed site plan and floor plans, including primary and alternative power sources as well as any camping areas and drinking water bottle filling stations.
- 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 a VCH [Temporary Food Service Application](#). A temporary Permit to Operate must be issued before the applicant can serve food to the public.

Temporary Food Product Promotion Booths: A non-permanent premise in which food is **not processed**, but is sampled or dispensed to the public. Examples: trade shows that sell or give away pre-packaged food and drink. The vendor is responsible for completing a VCH [Temporary Food Service Applications](#).

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.

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. Submission of an application as above is not required.



“Processed” means to make raw food ready to eat and includes washing, rinsing, cooking, smoking, salting, canning, freezing, pasteurizing and reprocessing of previously processed food. For temporary food service booths, most processing of raw foods will occur at an approved facility with reprocessing at the event site.

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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.

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 as smoke-free. Contact the VCH Tobacco Reduction Program at 604-675-3801 for more information and to obtain free signage. Information is also available at [Tobacco Protection](#).

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. Most venues have a direct connection to the local approved water supply. In areas of Vancouver Coastal Health where there is no connection to an approved water supply, contact the Drinking Water Officer through the local Health Protection Office for information. Application for a Water Supply System Construction Permit may be required.

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. 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
- 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. 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 bleach to sanitize the utensils



TWO – SINK DISHWASHING METHOD

FOR EXISTING KITCHENS ONLY

THIS METHOD MAY BE USED IN KITCHENS THAT DO NOT HAVE AN APPROVED DISHWASHER OR A THREE-COMPARTMENT SINK. THIS METHOD IS NOT REQUIRED FOR SINGLE SERVICE DISHWARE/CUTLERY



CHLORINE SOLUTION (100ppm)
Use 5.25% Bleach, dilute as follows:
1 tablespoon per Imperial gallon of water
½ fluid ounce per Imperial gallon of water
¾ teaspoon per litre of water
2 mL per litre of water.

QUATERNARY AMMONIUM SOLUTION (200ppm)
Dilution of quaternary ammonium (QUATs):
Follow manufacturer's instructions

DO NOT MIX CHLORINE WITH DETERGENT
USE TEST PAPERS TO CHECK CONCENTRATION OF SANITIZER

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- 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 less, or held hot in hot holding units at 60°C (140°F) or above.

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 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. If vendors have the venue's kitchen cook their food, they must provide this information on the [Temporary Food Service Application](#). A copy of the venue's food preparation requisition is acceptable.

Food Preparation Areas: Trade show organizers shall provide an area where vendors can prepare foods. Hand washing and utensil washing sinks shall be located in this area.

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 shall 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.
- 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 VCH [Construction and Operation of a Temporary Food Booth Guideline](#).

When will the EHO provide approval?

Approvals are expedited by submitting complete applications on time. A 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.

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Prior to the event, a final inspection will 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 http://www.vch.ca/your_environment/food_safety/permits/
- 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.
- Service fees will be charged to the vendors for incomplete applications or those submitted after the 14 day deadline. Applications received late may be denied out right.
- 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 signs for hand wash stations, [Handwashing Poster](#) and utensil wash stations, [link](#).
- Retain a copy of the Coordinator Application as a pre-inspection checklist for opening day.

Local governments may have requirements for temporary events- we recommend you contact your local government.

Health Protection Offices

Bella Bella or Bella Coola-please contact the North Vancouver office

North Vancouver Office, 132 W Esplanade, Tel: 604-983-6700, Fax: 604-983-6702

Powell River Office, 3rd Floor, 5000 Joyce Ave., Tel: 604-485-3310, Fax: 604-485-3305

Richmond Office, 325-8100 Granville, Tel: 604-233-3147, Fax: 604-233-3175

Sechelt Office, Box 1040, 5571 Inlet Ave., Tel: 604-885-5164, Fax: 604-885-9725

Squamish Office, Box220, 1140 Hunter Pl., Tel: 604-892-2293, Fax: 604-892-2327

Vancouver Office, 1200-601 West Broadway, Tel: 604-675-3800, Fax: 604-736-8651

Whistler Office, 202-4380 Lorimer Rd., Phone: Tel: 604-932-3202, Fax: 604-932-6953