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CARROT FEST

BRADFORD WEST GWILLIMBURY

2022

FOOD VENDOR APPLICATION INFORMATION PACKAGE & DOCUMENTS

CARROT FEST 2022 FOOD VENDORS

If you are a food vendor, interested in selling food at Carrot Fest, you are required by the Simcoe Muskoka District Health Unit to fill out a Food Vendor Permit and submit it to the Leisure Events & Marketing Programmer (tbain@townofbwg.com) 10 days after acceptance. Failure to abide by these rules and regulations may result in removal from the festival.

Please review the following food vendor guidelines and requirements:

Simcoe Muskoka District Health Unit

- All exhibitors must be in compliance with all SMDHU regulations.
- Food must be covered at all times.
- All meats must be stored in a cooler or refrigerator and maintained at a proper temperature.
- YOU MUST BRING YOUR OWN TEST KITS – thermometers, test strip.
- All food vendors must wear hat or hairnets and maintain proper hygiene.
- All food prepared off-site must be prepared in a kitchen facility inspected by the SMDHU. **(Please note: not a person's home)**
- If you are handling/preparing food (other than pre-packaged items) you must have your own portable hand washing station.
- Each vendor must ensure that at least one certified food handler is available at all hours food is being prepared/handled

Electrical Requirements

- The electrician selected by Carrot Fest will have complete jurisdiction over the electrical requirements and installations.
- All electrical equipment and wiring used must conform to Electrical Safety Authority Standards and must be CSA approved.
- The booth will be inspected prior to opening and any electrical equipment that has not been pre-approved will be removed.

Fire Marshal/Department Requirements

- No flammable compressed gas source (i.e. propane) is permitted under a tent to cook at any time. If a vendor wants to cook inside their tent they can use electric fryers, electric plates/warmers, etc. Exception: Little candle flames (sternos) one would see as a food warmer at a banquet hall. (Fire inspector discretion)
- All cooking with a flammable compressed gas must occur min. 10 feet away from the tent.
- There must be 2 x 10 pound ABC fire extinguishers at each tent (1 at the BBQ cooking area, and 1 in the tent area). An extinguisher must be available at both ends of the tent.
- The extinguishers must also have a current year inspection tag on them. Fire extinguishers that have not been inspected in the calendar current year are not acceptable.
- All spare propane cylinders must be secured in an upright position at all times and must be kept in a secured area away from all public access.
- Cooking area must be secured from all public access

CARROT FEST 2022 FOOD VENDORS

Other Requirements

- Participants must supply their own cooking equipment.
- Participants must supply own cooler or fridge, with lid to maintain cold foods at proper temperature.
- Participants must also supply a flashlight and thermometer (SMDHU requirement), first aid kit and soap and paper towels for the washstand at their own booth.
- Participants must supply their own workers and/or volunteers.
- Participants are responsible for the clean-up of their booth and its perimeter at all times. This includes supplying the required garbage bags, broom, etc.
- Mobile Food Service Equipment owners/operators must comply with the Technical Standards and Safety Act 2000 (TSSA). For further compliance standards and requirements please visit www.tssa.org.
- The Town of Bradford West Gwillimbury believes in accessibility for all people under the Accessibility for Ontarians with Disabilities Act, 2005 (the AODA). Under this Act it is mandatory for complete compliance in meeting all requirements and providing Accessible Customer Service. To find out specific requirements under the standard and how to meet them, we invite you to visit www.ontario.ca/accessibility.

Food Vendor Business Licencing

As per the Town's Business Licensing By-law 2014-70, all food vendors that are considered to be a refreshment vehicle or refreshment cart that wish to participate at Carrot Fest will require a Temporary Business License from the Town of Bradford West Gwillimbury.

To purchase (\$75) a Temporary Business License, add the Food Truck/Refreshment Cart Fee when submitting your application for your booth. Once your application has been approved you will need to submit a second application for the Temporary Business License. Please have this paper ready and submit it to the Leisure Events and Marketing Programmer (tbain@townofbwg.com) 10 days after acceptance. Failure to abide by these rules and regulations may result in removal from the festival.

Please note that not all food vendors will have to obtain this license i.e. if they are a restaurant serving outside their store front or handing out food samples.

Questions regarding food permits and temporary business licenses?

Please contact:

Tasha Bain

Leisure Events & Marketing Programmer

tbain@townofbwg.com

905-775-2162 ext. 5103

Vendor Application Form (Special Events, Farmers Market)

This application must be submitted at least 10 days prior to any event. Complete and sign form. Fax the completed form to Simcoe Muskoka District Health Unit office at 705-721-1495. If you require assistance, please call *Health Connection* at 705-721-7520 (1-877-721-7520) ext. 8811.

| EVENT INFORMATION | | |
|---|--|---|
| Name of Event: _____ | | |
| Date of Event: From: DD / MM / YYYY To: DD / MM / YYYY | | |
| Event Address: _____ | Hours of Operation: _____ | |
| Event Organizer Information Name: _____ | | |
| Phone: _____ | | Email: _____ |
| VENDOR INFORMATION | | |
| Name: _____ | Business Name: _____ | |
| Currently holds Simcoe Muskoka District Health Unit Certificate of Inspection (green sign) <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Address: _____ | Phone: _____ | Mobile: _____ |
| Email: _____ | | |
| ORGANIZER'S INFORMATION | | |
| Name of Sponsoring Group or Agency: _____ | | |
| Contact Person: _____ | | |
| Mailing Address: _____ | Phone: _____ | |
| Email: _____ | | |
| TYPE OF FOOD PREMISES AT EVENT | | |
| <input type="checkbox"/> Mobile Premises <input type="checkbox"/> Inspected Restaurant <input type="checkbox"/> Temporary Booth | | |
| Is Food Handler certified? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Certification: DD / MM / YYYY | | |
| <input type="checkbox"/> Request For Exemption From Regulations (<i>Religious, Fraternal Organizations or Service club</i>) | | |
| NOTE: A sign must be posted notifying patrons event not inspected. A donors list must be provided if exempted from regulations and accepting food from an un-inspected source. | | |
| WATER SUPPLY | | |
| Water Source: | | |
| <input type="checkbox"/> Municipality (<i>City/Town</i>) _____ <input type="checkbox"/> Well Address _____ | | |
| <input type="checkbox"/> Hauled Municipal Name and Phone _____ | | |
| Bottled Water | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Water Lines - Food-grade material | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, length in feet/meters: _____ |
| Backflow devices provided | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Ice supplied to vendors | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, source of water used to make ice: _____ |

HYDRO

Power Supply:

Municipality (City/Town) _____ Generator

Premises Name _____ N/A

Electricity available Yes No Refrigerated truck Yes No

Backup power available Yes No Power cords Yes No

WASTE WATER & GARBAGE DISPOSAL

Method of Waste Water Disposal:

Holding tank Other, specify: _____

Waste water containers None available, please explain: _____

FOOD SOURCES AND STORAGE

| | | |
|--|---|---|
| Food from (choose all that apply) | <input type="checkbox"/> Inspected source | <input type="checkbox"/> Restaurant |
| | <input type="checkbox"/> Private residence | <input type="checkbox"/> Community Hall |
| | <input type="checkbox"/> Other, specify _____ | |

***Attach most recent Inspection Report to this application**

How will food be transported to the event?

Insulated container Cooler with ice

Refrigerated vehicle Other: _____

Cold Holding Equipment

N/A Cooler with ice (4°C or lower) Refrigerator (4°C or lower) Refrigerated Truck

Chest Freezer (-18°C or lower) Other: _____

Cooking Equipment

N/A BBQ/grill Deep Fryer Stove Oven

Microwave Smoker Rotisserie Other: _____

Hot Holding Equipment

N/A BBQ/grill Steam table Chafing Dish Oven

Heat Lamp Crock Pot Other: _____

Indicate (check) what type of equipment you will have on-site during the event:

Hand washing station Liquid soap and paper towel Two compartment utensil washing station

Garbage container Probe thermometer Three compartment utensil washing station

Plastic containers Waste water holding water tank Sanitizing solution for dishes/equipment

Potable water tank Sanitizer test strips Thermometer in cold holding units

Extra, clean utensils Other: _____

| Food Sold/Served etc. | Type of Food Preparation (e.g. grilling, frying, BBQ, etc.) | Food Precooked | | Food Cooked On-site | | | Food Storage On-site | |
|-----------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| | | Yes | No | Yes | No | Pre-Heating | Hot 60°C (140°F) or higher | Cold 4°C (40°F) or lower |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

MULTIPLE EVENT PARTICIPATION FORM

If you are attending more than one special event, not including Farmers Markets, within Simcoe Muskoka District, please list the events below.
Please note: If you are serving the same foods as detailed above on the application, you do not need to submit an application for these events you have specified below. If the food served/sold at another event is different please submit a new food vendor application detailing the types of foods and source information. Attach additional pages if needed.

| Name of the Event | Location of the Event | Date of the Event | Operating Hours AM/PM | Proposed menu same as indicated below (Yes/No) | |
|-------------------|-----------------------|-------------------|-----------------------|--|-----------------------------|
| | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

EQUIPMENT LAYOUT & PHOTOS

Provide an equipment layout for your booth at the special event. The layout can be hand drawn in the space below or attached to this application.

FORM COMPLETION

| | | |
|--------------|--|---------------------------|
| Name(print): | | Date: DD / MM / YYYY |
| Office: | | PHI: Date: DD / MM / YYYY |

| | |
|--------------------|---|
| Inspector's Notes: | Approved <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--------------------|---|

Revised April 2019

Temporary Refreshment Vehicle Licence Application

| | | | |
|--|----------------------|--|-------------------------|
| PART A- Temporary Refreshment Vehicle Type | | | |
| <input type="checkbox"/> Refreshment Vehicle \$75 | | <input type="checkbox"/> Refreshment Cart \$75 | |
| PART B- Application Requirements | | | |
| The following original documents must be included with this application: | | | |
| <input type="checkbox"/> Photo Identification | | | |
| <input type="checkbox"/> Certificate of Insurance | | | |
| <input type="checkbox"/> List of Operators | | | |
| <input type="checkbox"/> Approval from the Simcoe Muskoka District Health Unit | | | |
| PART C- Applicant Information | | | |
| Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Operator (Check both if Owner is also Operator) | | | |
| Last Name: | | First Name: | Company: |
| Street Address: | | | Unit Number: |
| Town: | Postal Code: | Province: | E-mail: |
| Telephone Number: | | Fax: | Cell: |
| PART D- Special Event Information | | | |
| Event Name: Carrot Fest | | Event Date: August 19 to August 20 | |
| Last Name: | | First Name: | Company: Town of BWG |
| Street Address: 125 Simcoe Road P.O. 160 | | | Unit Number: |
| Town: Bradford | Postal Code: L3Z 2A8 | Province: ON | E-mail: |
| Telephone Number: | | Fax: | Cell: |
| PART E- Declaration of Applicant | | | |
| I _____ certify that: | | | |
| (print name) | | | |
| The information contained in this application and other attached documentation is true to the best of my knowledge. | | | |
| _____ | | _____ | |
| Date | | Signature of Applicant | |
| Date Received: | | License Number: | Issued By: |
| All personal information on this form is collected pursuant to the <i>Municipal Freedom of Information and Protection of Privacy Act</i> and the <i>Municipal Act, 2001</i> and will be used for the purposes of licence processing, monitoring, issuance and enforcement. The name and address and business name and address of the licensee are public information. Any other personal information collected will only be used for investigative purposes. Questions regarding this collection may be directed to the Licensing Officer, Town of Bradford West Gwillimbury, P.O. Box 100, 100 Dissette St., Units 7 & 8, Bradford, ON L3Z 2A7, Telephone 905-775-5366 ext. 1102; Fax 905-775-0153. | | | |