

# Special Events Organizer Package

## Getting Started

This package was created to assist organizers of a special event to properly complete the Alberta Health Services Environmental Public Health (AHS EPH) approval process necessary to host and organize a special event.

Please read through this package as it will guide you through the approval process and the notification form. Failure to follow and complete the process may cause delays that could impact your approval for the special event.

If you have any questions, contact your local public health inspector for assistance:

<http://www.albertahealthservices.ca/services.asp?pid=service&rid=1052203>

Below is the process an organizer of a special event would follow to comply with the AHS EPH special event requirements. The remainder of the booklet provides greater detail and helps you complete the notification forms.

1. Review the Organizer's requirements and responsibilities outlined in this package.
2. Contact local public health inspector if you have questions.
3. Provide all vendors (food, beverage, personal services, etc) a copy of the vendor information package and vendor notification for that vendor type, available on [www.ahs.ca/ephevents](http://www.ahs.ca/ephevents).

All vendors must complete the form and submit it back to the event organizer.

4. Complete the [Special Event Organizer Notification](#), available at <http://www.albertahealthservices.ca/frm-19881.pdf>.
5. Submit the Organizer Notification form along with all the [Special Event Food Vendor Notification](#) forms as one package to AHS EPH 30 days prior to the event. Submit any changes to AHS 14 days prior to the event.
6. Ensure that the organizer and all vendors are completely set up at least one (1) hour before the start of the event. Food handling cannot occur until the booth is set-up. Inspections by an AHS public health inspector may occur during this time.
7. Ensure that the organizer or representative is available during the event in case a public health inspector needs to discuss issues or concerns.

## Submission of Notification Forms

- Submit a completed [Special Event Organizer Notification](#) to AHS at least thirty (30) days prior to the proposed special event. The Special Event Notification can be found at: <https://www.albertahealthservices.ca/frm-19881.pdf>.

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- Any changes or additions to the original application, including additions or deletions of all vendors need to be submitted fourteen (14) days prior to the date of the event.
- A public health inspector may contact you and the vendors to discuss the event.

The special event organizer should collect completed Notification forms from each vendor attending the Special Event. The organizer should submit the Special Event Organizer Notification form with all the Vendor Notification forms as one package to AHS. Submitting one complete event package helps reduce confusion, miscommunication, lost notification forms and delays for your special event.

### Vendor List

- List **ALL** vendors that are attending the event: food and beverage, including alcohol, personal services (esthetics, tattoo, face painting, etc), and/or petting zoos.
- Provide all vendors their applicable Special Event information package and notification form(s):
  - A copy of the information booklets can be found on the AHS EPH website **Plan an Event**, at [www.ahs.ca/ephevents](http://www.ahs.ca/ephevents) .

### Organizer and Vendor Education

- All persons involved in the preparation and selling or offering of food/beverages are strongly encouraged to attend basic food safety training.
- Information on food safety training and education opportunities can be found on the AHS EPH website **Take a Course**, at [www.ahs.ca/ephed](http://www.ahs.ca/ephed) .
  - A FREE, online basic food safe training course is available at the above link.

### Site Layout

- Provide a site layout as part of the Special Event Organization Notification, indicating all vendor locations, washrooms/outdoor privies, water supply, garbage/wastewater disposal sites, and handwash sinks.
  - Refer to the Outdoor Privy or Toilet Requirement section on Page 4.
  - Required number of washroom facilities may change depending on a number of factors: number of attendees, the duration of the event, alcohol served, etc. Please consult with the public health inspector.

### Event and Venue Details

- The organizer or a representative must be available on-site during the event.
- All vendors must be set up no less than one (1) hour before the special event is scheduled to start.
- Identify the equipment and/or services that will be provided to the vendors (if applicable): potable water supply, wastewater collection, electricity, handwashing sink, dishwashing

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sinks, on-site kitchen, garbage collection, and/or equipment reprocessing (applicable to tattoo and piercing personal services vendors).

- Examples: Event organizer arranges to provide potable water to vendors and attendees as well as handwashing sinks, but vendors are responsible to provide dishwashing sinks and electricity.
- Identify any self-imposed restrictions based on site/venue constraints.
  - Ensure all vendors know and understand restrictions at the event. Eg. No deep frying inside the venue or pre-packaged foods only, no generators, etc.
- Arrange for solid waste collection removal and disposal.
- Ensure wastewater holding tanks and the disposal of liquid waste are available to the vendors, if applicable.
  - While it is not a requirement to provide wastewater disposal to the food/beverage vendors, the event organizer may want to consider providing this service.
  - Wastewater must be disposed of in a sanitary manner. Contact the local municipality for guidance on disposing of wastewater.
  - Do not dump wastewater onto the ground surface.
- Toilet facilities and/or outdoor privies must be provided in sufficient numbers and locations according to Table 1 on next page and/or as approved by the public health inspector.
  - Handwashing facilities must be provided at/or near the toilet facilities in sufficient numbers to meet the demand of the attendees at the Special Event; 2 handwashing stations for every 10 toilets is recommended.
  - Toilets and handwashing facilities must be properly stocked with soap and paper towel in suitable dispensers, serviced and maintained in a clean and sanitary manner.
  - Hand sanitizers may be an acceptable option for non-food service or public use, as per approval by a public health inspector.

**Table. 1 Outdoor Privy or Toilet Requirements**

Number of Persons	Minimum Number of Outdoor Privies or Toilets	
1 - 25	1	
Number of persons of <u>each</u> sex	Male	Female
26 - 50	1	2
51 - 75	2	3
76 - 100	2	4
101 - 150	3	5
151 - 200	4	6
201 - 300	5	7
301 - 400	6	8
Over 400	7 plus 1 for each additional 200 people	9 plus 1 for each additional 200 people

*\*For the purposes of this table, unless the actual proportion of each sex attending the event can be reasonably be anticipated, it shall be considered that attendance will equally be divided between the sexes.*

*\*\*A public health inspector may require greater or allow fewer toilet facilities depending on the duration of the event, whether alcohol is served, history of the event, and a variety of other factors relevant to the event. Please contact your local public health inspector for assistance or if you have questions.*

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Contact us at 1-833-476-4743 or [submit a request online](#) at [ahs.ca/eph](https://ahs.ca/eph).

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