

# SPECIAL EVENTS NOTIFICATION FORM FOR RELIGIOUS ORGANIZATIONS, SERVICE CLUBS OR FRATERNAL ORGANIZATIONS

*In accordance with the Ontario Health Promotion and Protection Act*

This notification form must be completed by the event organizer and returned to the Eastern Ontario Health Unit (EOHU) **at least 30 days before the event**. We cannot guarantee that notifications received less than 30 days before the event are processed.

The completed notification form may be submitted:

By email: [specialevents@eohu.ca](mailto:specialevents@eohu.ca)

By fax: 613-933-7930

By mail: Eastern Ontario Health Unit, 1000 Pitt Street, Cornwall, Ontario K6J 5T1

Name of event: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

Location of event (address): \_\_\_\_\_

Type of event: \_\_\_\_\_

Name of Religious Organization, Service Club or Fraternal Organization: \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Contact person's phone(s): \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Event hours of operation: \_\_\_\_\_ Expected daily attendance: \_\_\_\_\_

Type of foods to be prepared:

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**IMPORTANT NOTE:** You must also complete the *Donors of Potentially Hazardous Foods Form*, and keep it in your files for one year in the event that the Public Health Inspector requests a copy.

If you require this information in an alternate format, please call 1 800 267-7120 and press 0.



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