

## SPECIAL EVENTS ORGANIZER'S NOTIFICATION FORM

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. Only food vendors that have been approved by the EOHU can attend the event.

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): \_\_\_\_\_

Contact person's name: \_\_\_\_\_ Contact person's phone(s): \_\_\_\_\_

Fax number: \_\_\_\_\_ Email address: \_\_\_\_\_

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

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

Electricity/backup power:  Yes  No

On-site water source: \_\_\_\_\_

If water is from a non-municipal source, provide the date and results of last analysis (number for Total coliform and E. coli): \_\_\_\_\_

Waste water disposal provided on-site:  Yes  No

Garbage disposal provided on site:  Yes  No

Are toilets available?  Yes  No

Do they have handwashing facilities?  Yes  No

If portable units provided, name of supplier: \_\_\_\_\_

Exhibitors at event include:       Petting zoo       Pony rides       Reptiles

Face painting       Tattoos       Piercings

Other    If "Other", please describe: \_\_\_\_\_

**NOTE: Effective July 1, 2018, horses, cattle or sheep that are exhibited at the event must be vaccinated against rabies.**

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



