

# 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 this package thoroughly as it will guide you through the approval process and the online notification form. Failure to do so may cause delays that could impact our review and approval for the special event.

If you have any questions, contact Public Health for assistance at: **1-833-476-4743**.

### Below is the process an organizer of a special event must follow:

1. Complete and submit the [Special Event Organizer Notification](#) including a list of all vendors planning to attend, at least thirty (30) days prior to the proposed event.
2. Email vendors the link below so they may access the **Vendor Information Package** and **Vendor Notification Forms**. These are available at: [Plan an Event | Alberta Health Services](#)
  - Provide vendors with an email address that you wish them to use for all correspondence with the event organizer. They will be asked for this information when they complete their form. This email address will allow you to receive copies of what they submit.
  - Instruct temporary food vendors and those offering personal services to submit a vendor notification form online. Older versions of these forms will not be accepted.
3. Ensure that Temporary Food and Personal Services Vendors submit their online notification forms to AHS before the required deadline.
  - You will automatically receive a copy of each vendor notification submitted by email. Review these! As the Event Organizer, you are responsible for ensuring that all the vendor forms are submitted **at least 30 days prior** to the proposed event.
4. Submit any changes to your original organizer notification and list of vendors. Have vendors do the same if updates or changes are needed to their notification. All edits and revisions must be received by AHS **at least 14 days prior** to the event.

5. Ensure everything is set up at least one (1) hour before the event is scheduled to begin. Food handling cannot occur until set-up is complete. Inspections by an AHS Public Health Inspector may occur during this time.
6. Ensure that the organizer, or a representative, is available during the event in case issues or concerns arise.

**IMPORTANT NOTE:** AHS is not responsible for misdirected vendor notifications. All vendor notifications submitted using the new online forms will automatically be sent to the identified organizer of the event and to the AHS office in the selected Zone where the event is taking place (see [AHS Zone Map](#)). Organizers are responsible for ensuring their vendors have the correct contact and site information.

Submitted forms will be reviewed prior to the event to ensure what is proposed meets health and safety requirements. Should questions arise from this process, a Public Health Inspector may contact you or your vendors in advance of the event. This helps ensure that anticipated problems can be discussed, and necessary corrections can be made, well in advance of the event. It also better prepares you and your vendors for inspection (if or when it occurs) and allows everyone to focus on serving clients rather than requirements once the event begins.

### 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.
- Require vendors to read the Special Event Information package and complete their online notification form (where applicable). A copy of the information booklets can be found on the AHS EPH website at: [Plan an Event | Alberta Health Services](#)

### Organizer and Vendor Education

- All persons handling food or beverages are strongly encouraged to attend basic food safety training.
- Information on food safety training and other education opportunities can be found on the AHS EPH website at: [Take a Course | Alberta Health Services](#)

A FREE food safety training course for special events is available under **Online Courses** at the above link.

### Site Layout for the Event

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 the number of attendees, the duration of the event, if 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 one (1) hour before the special event is scheduled to begin.
- Identify the equipment and/or services that will be provided to the vendors (if applicable), including potable water supply, wastewater collection, electricity, handwashing sinks, dishwashing sinks, on-site kitchen access, garbage collection, and reprocessing equipment (where and when it is needed).
- Identify any restrictions imposed based on the site, organizer or venue. Ensure all vendors know and understand these restrictions. Ex. “No deep frying inside the venue”, “Pre-packaged foods only”, or “No generators allowed”, 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 the 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 of 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 such that they are working / operational, and
    - maintained in a clean and sanitary manner.
  - Hand sanitizers may be acceptable in certain situations but must be approved 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.*

Contact us at 1-833-476-4743 or [submit a request online](#)

PUB-0384-202409



This copyright work is licensed under the [Creative Commons Attribution-Noncommercial-NoDerivative 4.0](https://creativecommons.org/licenses/by-nc-nd/4.0/) International. You are free to copy and distribute the work including in other media and formats for non-commercial purposes, as long as you attribute the work to Alberta Health Services, do not adapt the work and abide by the other license terms. To view a copy of this license, see: <https://creativecommons.org/licenses/by-nc-nd/4.0/>. The license does not apply to content for which the Alberta Health Services is not the copyright owner.

This material is intended for general information only and is provided on an "as is", "where is" basis. Although reasonable efforts were made to confirm the accuracy of the information, Alberta Health Services does not make any representation or warranty, express, implied or statutory, as to the accuracy, reliability, completeness, applicability or fitness for a particular purpose of such information. This material is not a substitute for the advice of a qualified health professional. Alberta Health Services expressly disclaims all liability for the use of these materials, and for any claims, actions, demands or suits arising from such use.