



Requirements for Fairs, Festivals, and Carnivals



**Sponsoring Agency
Event Organizer Guide**



The Health Protection and Promotion Act, Revised Statutes of Ontario, 1990, Section 16 (2) states:

“Every person who intends to commence to operate a food premise shall give notice of his intention to the Medical Officer of Health of the Health Unit in which the food premise will be located.”

The information contained in this pamphlet has been developed to ensure your special event operates smoothly and in a manner that’s consistent with the Food Premises Regulation (O. Reg. 562/90) under the Health Protection and Promotion Act (HPPA).



General

1. No person or organization shall hold or operate a fair, festival, or any other such activity where persons gather and food is served to the public without first notifying the Windsor-Essex County Health Unit. There are special events that will not be inspected under the Food Premises Regulation (O. Reg. 562/90) because they are exempt.

Exemptions apply to:

Food Premises owned, operated, or leased by religious organizations, service clubs, and fraternal organizations where these organizations:

- i. Prepare and serve meals for special events; and
- ii. Conduct bake sales.

If the general public is being invited, and hazardous food has been prepared from a food premises that isn’t inspected (e.g., residential homes), under the Food Premises Regulation (O. Reg. 562/90), the operator/ organization must:

- i. Notify the patrons attending the special event in writing as to whether or not the food premise has been inspected in accordance with the Food Premises Regulation (O. Reg. 562/90) and post the notice in a conspicuous place at the entrance to the food premise at which the special event is held.

- ii. Keep a list of all persons who donate hazardous food for the special event meal and must provide a copy of that list to a public health inspector on request. The list must contain each person's name, address, and telephone number in full.
2. Fill out the Special Event Application Form and submit it to the Health Unit at least 30 days prior to the event.
3. Determine the date and time for the Health Unit to conduct a Pre-Operational inspection and include this on the application. (Note: It's highly recommended that vendors make every attempt to be ready for this inspection so that any issues may be addressed prior to the opening of the festival.)
4. The Site Plan (included with the application) must indicate all areas to be used - food concession booth(s), garbage receptacles, washrooms, water outlets, etc.
5. A person should be delegated to communicate with the Health Unit.
6. A Public Health Inspector should be contacted to attend at least one meeting of the planning committee to address any issues, prior to the event.
7. The land on which the event is to take place must be dry and well drained.
8. Food concession booth(s) are not to be located close to animal housing.



Water Supply

1. A potable (drinkable) water source must be supplied to all concession booths.
2. All water lines used must be disinfected prior to use.
3. All water line connections must meet the plumbing code.

Garbage Disposal

1. Garbage receptacles for the public must be located at least 15 feet from the nearest food concession booth.
2. Garbage and other waste must be collected as often as necessary, but not less than once daily.

Washroom Facilities

Adequate toilet and washroom facilities are to be provided, properly equipped, and maintained for use of the patrons and workers as outlined below.

Suggested figures for washroom fixtures at peak attendance times.

1 – 600 people	M	F
Toilets	1	3
Urinal	2	0
Handwash basins	2	2

600 – 1200 people	M	F
Toilets	3	6
Urinal	3	0
Handwash basins	4	4

Additional Fixtures

Female

- 1 toilet for every additional 200 people.
- 1 handwash basin for every additional 600 people.

Male

- 1 toilet for every additional 300 people.
- 1 handwash basin for every additional 600 people.
- Up to $\frac{2}{3}$ of urinals may be substituted with toilets.



**BE READY
BEFORE STARTING!**

If you have any questions, please don't hesitate to contact the
Windsor-Essex County Health Unit - Health Inspection Department
519-258-2146 ext. 1450 or 1474.



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