

## **Outdoor Events Co-ordinator (Organizer) Requirements**

1. Provide a site plan indicating:
  - a) Location of all food vendors.
  - b) Services of hydro and water.
  - c) Location of washrooms/portables, including handwash stations as per Guidelines for Outdoor Food Service. Please note that portables are to be placed 15m set back from any storm sewer and should be easily accessible to both public and sewage pump-out contractors alike.
  - d) Number and location of grey water totes for temporary storage of vendor liquid waste.
2. Indicate plans for garbage collection and/or disposal. Include the name of contractor.
3. Provide a complete list of food vendors and/or caterers. Include names, addresses and telephone numbers for all vendors/caterers.
4. Provide the name, address, and telephone numbers of the licensed sewage contractor that will be servicing the portable toilet units and grey water totes, handwash stations, etc. Also, please ensure that there is a contingency plan in place for emergency emptying of pump truck(s) after hours, should the need arise. This plan must include the name of the Regional Sewage Treatment Plant and supervisory personnel to be contacted in the event of emergency emptying.
5. Ensure handwash stations, washroom supplies, etc. are monitored and resupplied throughout the event.
6. Provide a contact person and number that they can be reached throughout the event.
7. Provide all food vendors/caterers with the Guidelines for Outdoor Service Package prior to the event.



**PUBLIC HEALTH DEPARTMENT**  
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## **SANITARY FACILITIES/WASHROOMS**

Where washroom facilities are not provided or accessible, temporary washrooms should be provided to accommodate for peak time attendance.

NOTE: Event organizers may subtract from these figures when permanent facilities are available.

Use the following chart to calculate ***for less than*** 1,000 persons:

<b>Number of Persons</b>	<b>Number of Toilets</b>
Under 100	2
100-200	3
201-400	4
401-600	6
601-1,000	10

Use the following chart to calculate for more than 1,000 persons:

<b>Number of Persons</b>	<b>Number of Toilets</b>
1,000	10
2,000	20

For events of more than 2,000 persons use 20 and then add 1.5 toilets for every 1,000 persons thereafter.

For example: 8,000 persons in attendance  $20 + (6 \times 1.5) = 29$  toilets  
40,000 persons in attendance  $20 + (38 \times 1.5) = 77$  toilets

$$\text{Formula} = 20 + \frac{(\# \text{ of persons} - 2,000)}{1,000} \times 1.5$$

Note: For male patrons, urinals may be substituted for 25% of the total number of toilets.



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