

Petawawa Special Events Checklist

For businesses or private spaces open to the public



GOAL: By following this checklist, event organizers can ensure compliance with appropriate regulations and enjoy hosting successful events in the Town of Petawawa.

For events on municipal land please contact the Community Services Department and follow the [Special Events Policies & Procedures Manual, Schedule A to By-Law 819-13](#).

Special Events Checklist for Business or Private Space

Have you prepared and submitted a site plan for your event to the Economic Development Department?

Yes ☐ No ☐

***Please note:** Your site map should indicate the dimensions of the overall site and all site structures and amenities.*

Has your event considered accessibility for people with disabilities and older adults?

Yes ☐ No ☐

***Please note:** Event organizers should review the Town of Petawawa's [Accessible Customer Service Policy](#).*

Have you addressed parking needs for your event?

Yes ☐ No ☐

***Please note:** Designated parking areas are required on the site plan.*

Will your event have fireworks, fires, propane heaters, or any pyrotechnical display?

Yes ☐ No ☐

***Please note:** A permit or inspection from the fire department may be required.*

Will there be alcohol served at the event?

Yes ☐ No ☐

***Please note:** You will require a Special Occasion Permit (SOP) to serve alcohol. The AGCO requires 30-days processing and 45 days for first time licences. A map with dimensions of areas serving alcohol is required on the site plan.*

- [Begin the SOP application process here](#)
- [Responsible Service Tip Sheet - AGCO](#)

Will your event host food vendors or refreshment vehicles?

Yes ☐ No ☐

***Please note:** If vendors are serving and cooking food, a special event permit is required from the Renfrew County and District Health Unit and cooking with propane/gas requires an inspection from the Petawawa Fire Department. Vendor locations are required on the site plan.*

- [Apply for a Special Events Permit – Renfrew County & District Health Unit](#)

Will you be putting up any tent, stage or signage?

Yes ☐ No ☐

***Please note:** A building permit may be required for the installation of a tent, stage or sign. These items and sizes are required on the site plan. Tents larger than 60m² (646 ft²) require a permit. Contact the Building Division building@petawawa.ca with questions or to obtain a permit.*

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Will your event require an exemption to the Noise By-Law?

Yes ☐ No ☐

Please note: A copy of the noise by-law is available on the [Town of Petawawa website](#) listed as By-Law 368-06.

Does your event require a road/street closure?

Yes ☐ No ☐

Please note: You will need approvals from the OPP, County of Renfrew or Town of Petawawa. Event organizers are responsible for ensuring there is adequate volunteer coverage at each of the road closures. Road closures are required on the site plan.

Does your event require washroom facilities?

Yes ☐ No ☐

Please note: The number of washroom facilities shall conform to the requirements in the Building Code under subsection 3.7.4.3. Washroom locations are required on the site plan.

Have you completed/submitted your Emergency Plan?

Yes ☐ No ☐

Please note: The special event organizer is required to submit an Emergency Plan 10 days prior to their event. The emergency plan should identify potential risks and provide information on how to respond to those risks. Fire access is required on the site plan.

Have you obtained insurance for your event?

Yes ☐ No ☐

Please note: Consult with your insurance provider on options. Proof of Insurance is to be provided 10 days prior to the event. At a minimum, comprehensive general liability insurance coverage of no less than \$2,000,000 per occurrence is required. The AGCO will require this as part of their approval if alcohol is being served.

Are you planning to hold a lottery? *Only certain charitable or religious organizations are eligible*

Yes ☐ No ☐

Please note: If a lottery licence from the Town is required, please contact the Clerk's Department email@petawawa.ca.
➤ [You can review the lottery licence information here.](#)