



The Town of Petawawa

Field Rental Terms and Conditions

The Recreation, Culture & Tourism Department

The rental contract is made between the Corporation of the Town of Petawawa ('the Town') and the renter for the temporary use and rental of a municipal facility. These terms outline the responsibilities, conditions, and expectations of both parties to ensure that the facility is used safely, appropriately, and in accordance with municipal policies.

The rental contract is legally binding. The renter must be the full age of 18 years. By signing the rental contract, the renter acknowledges and agrees to adhere to all applicable municipal, provincial and federal laws, including but not limited to fire safety regulations, liquor licensing laws, public health codes, and local noise or nuisance by laws. The renter further acknowledges that failure to comply with any portion of these terms or applicable laws may result in cancellation of the event, forfeiture of fees, and/or legal liability. The Town reserves the right to impose additional requirements as necessary to ensure public safety and the protection of Town property.

Payment

For casual rentals (rental duration < 2 hours):

Full payment must be made 7 business days prior to the rental start.

For tournaments & significant events (rental duration > 2 hours):

A deposit of 50% of total rental fees must be paid at the time of returning the signed rental contract. Full payment must be made at least 30 days prior to the event start.

For recurring rentals by sport organizations, seasonal user groups and schools:

Monthly rental balances must be paid within 30 days of invoicing. Failure to do so will result in a penalty of 1.25% per 30 days on the outstanding balance.

Changes to Contract

Any changes to the rental contract should be requested by email to bookings@petawawa.ca no later than 7 days before the affected day and time.

Requests to add to or amend the rental contract will be considered against the availability of fields and staffing. If accepted, any written agreements and/or updated

booking reports provided by the Recreation, Culture & Tourism Department will override any conflicting provisions in the initial rental contract.

It is the renter's responsibility to ensure they have the most current version of their booking report and to review it regularly, with sufficient time to request adjustments if necessary.

A new rental contract may be required for major adjustments, at the discretion of the Bookings Clerk / Receptionist.

Cancellations

The Recreation, Culture & Tourism Department must be notified of any cancellations during office hours and in writing directly to the Bookings Clerk / Receptionist via email (notifications via text, voice message, social media, etc. will not be accepted).

All refunds are subject to an administrative fee. Please refer to our current [Rates & Fees sheet](#) (1) for the applicable amount.

For casual rentals (rental duration < 2 hours):

Cancellations made more than 7 business days prior to the rental start date will receive a full refund, less an administrative fee if payment has been processed. No rental fees will be charged for the cancelled event.

Cancellations made after the payment deadline are not eligible for refund.

For tournaments & significant events (rental duration > 2 hours):

Cancellations made more than 60 days prior to the event will receive a full refund minus an administrative fee.

Cancellations made within 60 days of the event will forfeit the deposit made at time of request. Cancellations made after the payment deadline are not eligible for refund.

For recurring rentals by sport organizations, seasonal user groups and schools:

Cancellations made more than business 7 days prior to the rental start will not incur any rental fees for the cancelled event on their monthly invoice.

Charges for cancellations made within 7 business days of the rental will not be removed from the renter's monthly invoice, with the exception of cancellations due to safety reasons.

- *Safety Reasons* can be defined as circumstances beyond the renter's control that make the booked space unsafe for use, such as poor weather conditions that render the field unplayable, or other unforeseen hazards that pose a risk to participants.

- Cancellations due to safety reasons can be re-scheduled or cancelled at no additional cost, as long as notice is provided prior to the rental start time.

Liability

The renter agrees to indemnify and hold harmless the Town of Petawawa and its employees, elected officials and volunteers from any claims arising from the use of the facility.

The renter is responsible for any harm, damage, or legal claims that may arise due to their actions or failure to follow the terms of the contract.

It is the responsibility of the renter to make all members of its group using the Town facility aware of the terms and conditions of this contract. The renter understands that they are responsible for the conduct and actions of those who are participating under this contract.

The renter is responsible for all safety measures, including ensuring participants have appropriate safety equipment and that events meet safety standards set by industry partners and applicable regulations.

Insurance

A certificate of insurance naming the corporation of the Town of Petawawa as additional insured in the amount of \$2 000 000 (minimum) to \$10 000 000 is required depending on the risk associated with the rental, determined at the discretion of the Recreation, Culture and Tourism Department.

For casual users, tournaments & special events:

Proof of insurance must be provided to the Bookings Clerk / Receptionist by the payment deadline as indicated on the rental contract.

For recurring rentals by sport organizations, seasonal user groups and schools:

Proof of insurance covering the entire season must be provided to the Department no later than 7 business days prior to the user's first scheduled rental.

Alcohol, Smoking & Vaping

Smoking and vaping are prohibited at all municipal facilities, parks and property.

Unauthorized alcohol consumption on Town property is strictly prohibited. All alcohol service must be approved by the Town under the Municipal Alcohol Policy and the Municipal liquor licence or through an approved Special Occasion Permit or equivalent.

Private bars, outside alcohol, and personal consumption are not permitted under any circumstances.

Infractions of these policies may result in the cancellation of the renter's contract and therefore the cancellation of all bookings related to the renter.

For more information, please refer to the [Town's Municipal Alcohol Policy](#) (2).

Code of Conduct

Any person who engages in any behaviour that is aggressive, intimidating or uses coarse or inappropriate language towards any person will not be served and will be asked to leave the premises.

The renter understands that the actions of staff are directed by corporate policy. Any concern to corporate policy and/or the actions of staff needs to be addressed to the appropriate manager.

All users of the facility are required to wear and use all safety equipment associated with their sport or activity. Proper safety equipment helps reduce the risk of injury and ensures a safe environment for everyone, including participants, coaches, staff and spectators. Compliance with these requirements is mandatory for the protection of all persons using the facility and the activity surface.

Additional Terms

The allocated space is reserved exclusively for the dates and times specified in this contract. Any use of the space outside of the agreed-upon schedule must be approved in advance by the Bookings Clerk / Receptionist.

- Exception: In the event of unforeseen delays caused by facility operations (e.g., extended maintenance or games running late), rental times may shift without prior notice.

Staff Labour

Maintenance or preparation requests outside of our department's standard practice must be requested in writing via email to bookings@petawawa.ca. Approval is subject to availability.

Damages

The renter assumes responsibility for any damage to Town property caused by guests and participants. Additional charges may be applied for repair / replacement costs.

Clean-Up

The renter agrees to remove all articles, goods and effects brought on the premises immediately following the event and to return the premises back to the general condition of cleanliness and repair to which it was found.

Termination of Agreement

The Town reserves the right to cancel this agreement without liability if the facility is rendered unusable due to unforeseen circumstances or emergencies.

Town staff have full control of municipal facilities; if deemed necessary for the safety of the participants, spectators or public at large, operations may close.

Municipal Right of Entry

Town staff have the right to enter the facility at any time during the rental.

Personal Belongings & Equipment

The Town of Petawawa will not be held responsible for any items left on municipal property or for any loss or stolen property. Articles left after 72 hours may be disposed of at the discretion of the Town of Petawawa.

The use of loose glitter, confetti, fog machines, open flames (including candles), or similar materials and effects is strictly prohibited on municipal property.

Vehicles are not permitted on Town fields or property other than parking lots without written permission from the Manager of Civic Properties.

Discounts

No discounts will be applied to facility rentals. All users are subject to full rental charges as outlined in the current [Rates and Fees Schedule](#) (1).

Food Handling Requirements

For events serving food that are open to the public, an approval from the [Renfrew County District Health Unit](#) (3) is required. Proof of approval must be submitted to the Bookings Clerk/Receptionist by the payment deadline as specified for the rental.

Fundraising and Lottery Licensing Requirements

Renters are required to notify the Bookings Clerk or Receptionist of any planned fundraising activities at the time of the rental request or as far in advance of the rental start as possible.

Where applicable, renters and user groups must ensure that lottery licensing is in place as per Alcohol and Gaming Commission of Ontario guidelines. If licencing is required, a copy of this licence should be provided to the Bookings Clerk/Receptionist by the payment deadline as specified for the rental.

For more detailed information regarding fundraising and lottery regulations, please visit the [Town's website](#) (4).

Contact Information

Inquiries regarding these Rental Terms and Conditions may be directed to the Bookings Clerk / Receptionist

- 613-687-5678 ext. 2101
- bookings@petawawa.ca

Links

1. Rates and Fees Schedule: <chrome-extension://efaidnbnmnnibpcajpcgkclefindmkaj/https://petawawa.ca/wp-content/uploads/2026/03/Rental-Rates-and-Fees-2026.pdf>
2. Petawawa Municipal Alcohol Policy: <https://petawawa.ca/bylaw/municipal-alcohol-policy-1667-24/>
3. Renfrew County and District Health Unit Website: <https://www.rcdhu.com/healthy-living/safe-food/>
4. Fundraising & Lottery Information (Town of Petawawa): <https://petawawa.ca/town-hall/legislative-services/lottery-licensing/>