



## The Town of Petawawa

# Room & Public Space Rental Terms and Conditions

The Recreation, Culture & Tourism Department

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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.

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## Payment

### **For regular rentals (rental duration < 6 hours):**

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

### **For significant events (rental duration > 6 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:**

Frequently recurring rentals may be approved for monthly invoicing. These rental accounts must be paid within 30 days of invoicing. Failure to do so will result in penalty of 1 ¼ % per month on the unpaid balance.

## Changes to Contract

Any changes to the rental contract should be requested by email to [bookings@petawawa.ca](mailto: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 facility availability 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 regular rentals (rental duration < 6 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 significant events (rental duration > 6 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:**

Cancellations made more than business 7 business 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 extreme weather conditions.

- *An Extreme Weather Condition* can be defined as an unusual, or hazardous weather event that creates unsafe travel conditions and significantly increases

the risk to participants. Regular winter conditions such as light to moderate snow, cold temperatures, or typical icy patches do not qualify as extreme weather.

- Cancellations due to extreme weather conditions 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

The associated risk-level for rentals occurring on municipal property is determined at the discretion of the Town's Recreation, Culture & Tourism Department.

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

- **For re-curring rentals:** Proof of insurance covering the entire booking period must be submitted to the Department no later than 7 business days before the user's first scheduled rental.

### **For low-risk rentals:**

It is highly recommended that any person and/or organization renting a municipal facility obtains general liability insurance coverage up to 2 million, with the Town of Petawawa listed as an additional insured.

**For medium-high-risk rentals:**

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 event, determined at the discretion of the Recreation, Culture and Tourism Department.

**For events serving alcohol:**

A certificate of insurance naming the Corporation of the Town of Petawawa as additional insured in the amount of \$ 5 000 000 (minimum) to \$10 000 000 is required depending on the risk associated with the event, determined at the discretion of the Recreation, Culture and Tourism Department.

## **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 \(2\)](#).

## **Security**

For any event that is open to the general public, the renter is responsible for arranging appropriate security personnel. Adequate security must be in place to ensure the safety of all attendees and the protection of the facility.

## **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.

## **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.

### **Staff Labour**

The renter is responsible for the complete set-up and tear-down of all decorations, items, and/or equipment brought into the facility during the rental period.

Requests to use Town-owned equipment must be submitted in writing to the Bookings Clerk or Receptionist as early as possible. Approval is subject to availability.

For events requiring set-up and/or tear-down support from Town staff:

- A detailed set-up plan and/or floor layout must be provided to the Bookings Clerk/Receptionist in advance of the rental payment deadline to allow for proper scheduling, billing, and payment processing.

### **Damages**

The renter assumes responsibility for any damage to Town property caused by guests, vendors or 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**

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.

### **Discounts**

No discounts will be applied to facility rentals. All users are subject to full rental charges as outlined in the current [Rates & 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 & Lottery Licensing Requirements**

Renters are required to notify the Bookings Clerk / 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.

Please see [our website](#) (4) for more detailed information regarding fundraising and lottery regulations.

## **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](mailto:bookings@petawawa.ca)

## Links

1. Rates & Fees Schedule 2026: <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://petawawa.ca/wp-content/uploads/2026/03/Rental-Rates-and-Fees-2026.pdf>
2. The Town of Petawawa's 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/>