



FESTIVAL & EVENTS CHECKLIST

Are you a local business who wants to host a legal community event? This is the place to be! Follow the checklist to ensure a successful event in Woolwich Township!

Find/Secure your location

- Holding your event on Township Property? Complete the [permit application](#) at least 6 months in advance to ensure availability.
- For more information and to submit your application contact [Recreation and Community Services Staff](#).

Fill out a Special Events Permit

- Events which occur within the road allowance or on Township property require a [Special Event Permit](#). Special Event applications should be emailed to Infrastructure Services staff.
- Before starting an application, please read the information regarding Special Event Permits on our [Roads and Sidewalks page](#).

Setting up a stage and/or putting up a tent?

- Temporary tents or a group of tents that is more than 646 sq.ft. require a [building permit](#).
- Stages are regulated by the [Ministry of Labour](#).

Amplified music? Get your noise exemption.

- A noise exemption is required anytime amplified noise is present. Review the [Noise By-law](#) and submit a [Noise By-law Exemption](#) request.
- Apply at least 21 days prior to event.

Want a fire or a fireworks display?

- Submit an [Open Burn Application](#).
- Complete the application for the [Sale or Display of Fireworks](#) (Review the [Fireworks By-law](#)).
- Visit the [Fire Safety and Prevention](#) page for more information on rules and regulations.
- Apply at least 15 business days prior to event.

Need a food truck/vendor for your event?

- Fill out the [Refreshment Vehicle Application Form](#) at least 15 business days before the event.
- For more information, review the [Licensing By-law](#).

Selling food or refreshments? Need a liquor license?

- Email licensing@woolwich.ca to find out if you need a Salesperson license.
- If you are not already licensed, apply for a Special Occasion Permit through the [AGCO](#).
- Review the Township of Woolwich Municipal Alcohol Policy and the [Liquor Licensing](#) section on the applications webpage for more information.

Where can visitors park?

- Visit our [parking page](#) for information on locations, parking regulations, FAQs and enforcement.