

SOP Instructions

Processing time for an outdoor application requires 30 business days. We suggest allowing two months in the event of any processing delays.

- Go to agco.on.ca
- Register for an account.

Once logged in, follow prompts using the following details:

- Private Event
- Outdoor Event
- Individual Applicant
- Wedding Event
- Use your last names as the Event Name
- List yourselves as the Responsible Persons
- Indicate the date of your event.
- Start Time: 3:00pm
- End Time: Midnight
- Location: Century Barn Weddings & Events
- Estimated Attendance: Your final guest count.
- Answer questions
- Upload copies of Notification Letters – see sample below
- Upload the Map for SOP Application – [Here](#) or from the Client Planning Portal

SOP Instructions Cont'd

Notification Letters Required:

- Peterborough Public Health - <mailto:info@peterboroughpublichealth.ca>
- Cavan/Monaghan Clerk - <mailto:cpage@cavanmonaghan.net>
- Fire & Building Department - <mailto:bbalfour@cavanmonaghan.net>
- Peterborough Police Department - ARU@peterborough.ca

Sample email for reference:

To Whom It May Concern,

A Special Occasions Permit Application has been submitted for the serving and consumption of alcohol indoors and outdoors at Century Barn Cavan Ltd. (400 Stewart Line, Cavan, Ontario L0A 1C0) in the barn, ceremony garden, and courtyard.

Event start time: month/day/year – 3:00 PM

Event end time: month/day/year – 12:00 AM

Guest count: XXX

Thank you,

PAL Instructions

Century Barn requires that you obtain Party Alcohol Liability Insurance.

- You are the hosts of your wedding.
- Century Barn does not hold a liquor license.
- PAL insurance offers protection for couples and additional insured.
- Go to palcanada.com

More information about coverage and policy options are listed on the PAL webpage and you can contact a customer service representative to ensure you have the correct policy for your event.

Additional Insured Required:

- Century Barn must be added to *your* policy as an additional insured for the minimum liability coverage amount of \$5,000,000.00.
- Additional insured name must be listed as:
 - Century Barn Cavan Ltd. AND David and Susan Stewart.
- Additional Insured Address:
 - 400 Stewart Line, Cavan ON L0A 1C0
- Century Barn must receive a copy of the policy 30 days prior to your event.