



COMMUNITY BARBECUE

Best Practices

Community barbecues are a great way to bring people together. Whether hosted as a standalone event or part of a larger gathering, careful planning and attention to safety and logistics will help ensure your barbecue is enjoyable and compliant with City requirements. This guideline outlines best practices for organizing and hosting a community barbecue on City of Greater Sudbury property.



Planning and Preparation

- 1. Define the purpose of your event.** Decide why you are hosting the community barbecue, for example, to celebrate a milestone, support a fundraising effort or bring neighbours together.
- 2. Determine a suitable location.** Choose a site with enough open space for cooking and serving, convenient access for vehicles and equipment, and nearby amenities like washrooms and waste containers. Consider whether power or water access is required and confirm availability in advance. Ensure the area is accessible for all attendees, including those using mobility aids.
- 3. Book your space early.** To host a barbecue on City property, you must have a facility booking contract issued by the City of Greater Sudbury, and fees may apply. You must also provide event insurance with a minimum of \$2 million in general liability coverage, naming the City of Greater Sudbury as additionally insured. Email events@greatersudbury.ca to check the availability of your preferred location and date, complete your booking request, and be connected with your City liaison.
- 4. Develop a budget.** Include costs for food, supplies, permits, equipment rentals, insurance and any entertainment or activities planned as part of the event.
- 5. Recruit volunteers.** Gather helpers to support setup, cooking, serving and cleanup. Assign clear roles so the event runs smoothly.
- 6. Submit your Special Event Application Form.** Once you've confirmed your location and date are available, and your booking is complete, submit a [Special Event Application](#) to provide City staff with the details of your event.
- 7. Apply for permits.** Apply for a [Special Event Food Service Permit](#) from Public Health Sudbury & Districts. If raw meat will be handled and cooked at the event, volunteers responsible for handling the meat must have their [Food Handler Certification](#).

Barbecue Safety Requirements

Non-Flammable Ground Cover

Place a protective, non-flammable surface under the barbecue to prevent grass or ground damage.

Drip Tray

A drip tray must be used to catch grease and prevent spills or staining.

Fire Extinguisher

A five-pound fire extinguisher must be on site and:

- Purchased or serviced within the past year
- Checked monthly to ensure readiness

Tent Safety

- Propane barbecues are not permitted inside or under canopies or tents.
- Any tents or canopies on site must display a fire-retardant label.
- Ensure tents are properly weighed down with tent weights.

Safe Distancing

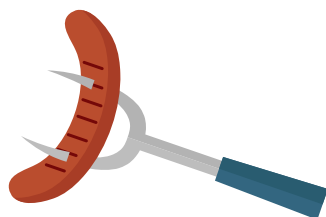
- Barbecues must be placed at least one metre away from tents.
- Ensure the barbecue is positioned a safe distance away from trees, buildings and other structures to prevent any risk of damage or fire.

Following these safety measures helps ensure your event remains safe for participants and compliant with City and fire regulations.

Food Handling and Safety

- Follow all public health guidelines for food preparation, storage and service.
- Keep raw and cooked foods separate to prevent cross-contamination.
- Provide adequate handwashing or sanitizing stations for volunteers handling food.
- Dispose of waste and leftover food safely to avoid attracting wildlife.

For more information on [food safety](#), visit Public Health Sudbury & Districts for up-to-date guidelines.



For more resources, visit greatersudbury.ca/planaspecialevent

Safety and Security

- Establish a clear **emergency plan**, including contact information for emergency services and event organizers.
- Assign volunteers to monitor cooking areas and manage crowd flow around the barbecue setup.
- Keep first aid supplies readily available and ensure at least one volunteer is trained in basic first aid.
- Avoid leaving barbecues or generators unattended.

Promotion and Communication

- Once your facility booking contract has been completed and approved, promote your event through social media, community bulletins and local networks.
- Provide clear information on event time, location and parking or transportation options.
- Use signage to guide attendees to food areas, seating, restrooms and recycling stations.

Sustainability

- Request **recycling and compost bins** through the City website.
- Avoid single-use plastics whenever possible.
- Encourage attendees to bring reusable water bottles, or submit a request to have the City's **Water Buggy** on-site at your event.

Post-Event

- Conduct a full cleanup of the event area immediately after the barbecue, ensuring all waste, grease and debris are properly disposed of.
- If City equipment was used, return it to the designated storage area.
- Review feedback from volunteers and attendees to identify successes and areas for improvement.
- Share your event outcomes and photos with your City liaison, and thank your volunteers, sponsors and community members for their participation.

By following these best practices, organizers can host a safe, well-managed, and enjoyable community barbecue that fosters connection and pride while ensuring compliance with City of Greater Sudbury guidelines.



For more resources, visit
greatersudbury.ca/planaspecialevent