

## **Municipally Significant Event – Application Process**

In order to be deemed an event of municipal significance, your event requires a designation by the municipality in which the event will take place. Special Occasion Permits (SOP) applications to the AGCO for a municipally significant Public Event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant. The Clerk, or designate, has been given the delegated authority to consider applications for Municipal Significance by the current Delegation By-law.

Applicants who wish to request that Thames Centre designate their event to be of Municipal Significance must submit a complete application with the \$100 application fee to the Office of the Clerk, including the following information:

In terms of reviewing the event to determine if the event is of 'Municipal Significance', the Clerk will consider the following:

- 1) Is the event an exhibition, event or function open to the general public that is being held within the Thames Centre?
- 2) Can the event be defined as:
  - a) Having local, regional, national or international historical or cultural significance; or
  - b) Does it build awareness of diverse cultures; or
  - c) Benefit the community at large.
- 3) Will the event host 100 plus members of the general public?

Prior to the designation of an event of Municipal Significance, all applications will be circulated to: Thames Centre Fire Services, Municipal Chief Building Official, Community Services and Facilities and By- Law Enforcement, the Ontario Provincial Police and the Middlesex-London Health Unit for comment.

Applicants whose events have been designated as municipally significant must agree to the following conditions:

- 1) Applicants assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise By-Laws, Street Closures, etc.;
- 2) Applicants must obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Municipality of Thames Centre as an additional

insured, at least 10 business days prior to the event and must provide a certificate of Insurance to the Clerk. The permit holder shall be required to indemnify and save the Municipality of Thames Centre harmless from all claims arising from the permit or event.

If approved, you will receive a letter addressed to the AGCO stating that your event has been deemed municipally significant.

**Please note:**

While the Municipality may designate an event, the Registrar for the AGCO ultimately has the final decision of whether or not to issue a Special Occasion Permit for a public event. In other words, even with a designation from Thames Centre, the Registrar may decide not to issue a Public Event SOP.

### **FREQUENTLY ASKED QUESTIONS**

**1. What do I need to do to have my event deemed Municipally Significant?**

A completed application form must be submitted no less than 10 business days prior to your event with the required information.

**2. How long does the process take?**

The policy suggests the review process may take 10 business days upon receipt of a complete application. Please keep in mind that the AGCO may have different time frames based on the size of the event.

**3. What departments or agencies review the information for the proposed event?**

The distribution will include Thames Centre Fire Services, Municipal Chief Building Official and By-Law Enforcement, the Ontario Provincial Police and the Middlesex-London Health Unit for comment.

**4. Once I receive approvals, is it permissible for me to serve alcohol at an event?**

The letter **must** accompany your application to the Alcohol and Gaming Commission of Ontario (AGCO) for a Special Occasion Permit.



## Municipally Significant Event Application Form

Please provide the following information:

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Objects of the Organization:

Reason(s) the organization believes their event should be deemed 'municipally significant':

Date of the event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Details of how, when and where the event will be advertised to the public:

Is the event an exhibition, event or function open to the general public that is being held within the Thames Centre?

Yes

No

Can the event be defined as: (Check all that apply to your event and explain in detail your reasoning)

Has local, regional, national or international historical or cultural significance; or

Builds awareness of diverse cultures; or

Benefits the community at large.

Does your organization believe that the event will host 100 plus members of the general public?

Yes

No

The applicant agrees to (please check off):

Obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Municipality of Thames Centre as an additional insured, at least 10 business days prior to the event and must provide a certificate of Insurance to the Clerk. The permit holder shall be required to indemnify and save the Municipality of Thames Centre harmless from all claims arising from the permit or event;

Serve the public interest by upholding the by-laws and policies of The Municipality of Thames Centre, and any other applicable legislation;

Assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise By-Laws, Street Closures, etc.; and

Provide any additional details as may be requested by the circulated stakeholders of the Municipality.

By signing, you agree that you have read and agree with the conditions of the Thames Centre Designation of Municipally Significant Events Policy.

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Applicant

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Date

**Privacy Statement:**

Personal information on this form is collected under the legal authority of the *Municipal Act, 2001*, as amended. This information is collected and maintained for the purpose of determining if an event is a municipally significant event and to provide a letter to the AGCO. Questions about this collection should be directed to the Clerk at 4305 Hamilton Road, Dorchester ON N0L 1G3, Phone: 519-268-7334 or [clerk@thamescentre.on.ca](mailto:clerk@thamescentre.on.ca)

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Office Use Only:

Approved  
Not Approved

Date Approved:

Reasons why: