



Special Occasion Permits – Municipal Notification Form

If you are applying to the Alcohol and Gaming Commission of Ontario (AGCO) for a Special Occasion Permit, please complete this form and email it to the below municipal email addresses. This will satisfy AGCO's requirement to provide written notice of your event to the local Municipal Clerk's Department and Fire Department.

You must provide written notice 30 days before an event where less than 5,000 people are expected to attend (more than 5,000 people require 60-days' notice).

Clerk – clerk@thamescentre.on.ca

Fire – fireadmin@thamescentre.on.ca

Please Note:

- If a **tent, marquee, pavilion, tiered seating or road signs** will be used, written notice of the event must also be provided to the Building Department (building@thamescentre.on.ca) If any permits are required, the Building Department requires 10 business days to process the application.
- You are also required to provide separate written notice of the event to the local police and health departments, which are separate organizations from the Municipality of Thames Centre.

Event Date: _____ Start Time: _____ End Time: _____

Municipal Address of Event: _____

Expected Number of Guests: _____

Serving Alcohol - Start Time: _____ End Time: _____

Will your event have any of the following?

Tent Marquee Pavilion Tiered Seating Road Signs

If applicable, please check off the following:

I have attached a detailed sketch of the permit area (for outdoor events)

I have included a detailed sketch of my tent, marquee, pavilion, tiered seating and/or road signs

Applicant Name: _____ Address: _____

Phone: _____ Email: _____

Date: _____

Notice of Collection of Personal Information

The personal information collected on this form is collected under the authority of the *Municipal Act, 2001* and will be used to process your submission of written notice of your event. Questions about this collection should be addressed to the Clerk's Department – 4305 Hamilton Road, Dorchester, ON, N0L 1G3. (519) 268-7334
clerk@thamescentre.on.ca