



Municipally Significant Letter Request Form
 For AGCO Special Occasion Permits (SOP) & Liquor Sales Licences

Organizer Name and Contact Information:

Name		Telephone #	
Organization			
Mailing Address			
Email Address			

Event Details:

Event Name:	
Brief Description:	

Location of Event (Facility & Address)	
Will event take place Inside or Outside*	

**If tents, trailers or structures will be used please include a site plan.*

Date of Event:		Start time:	
		End time:	
Attendance (include Guests & Staff)			

Will alcohol be served?
Will food be provided?
Please list safety provisions taken:
Any other details that may pertain to the event that you feel we should know:

Name

Signature

Date

Your event details will be circulated to the Building, Planning, Public Works, Fire, OPP and Health departments for their information and approval.

Please submit this form to the Clerks Department at 3131 Old Perth Road, PO Box 400 Almonte ON K0A 1A0 or email to town@mississippimills.ca

For further information regarding AGCO Municipally Significant Events please visit the AGCO website at <https://www.agco.ca/liquor-sales-licences-municipal-approval>