

## 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: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

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 Souris-Glenwood?

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.

Policy 34-2025 Municipally Significant Events – Appendix “B” Application Form

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*The applicant agrees to:*

1. Obtain a minimum of TWO MILLION (\$2,000,000) DOLLARS liability insurance, naming the Municipality of Souris-Glenwood as an additional insured, at least 10 business days prior to the event and must provide a certificate of insurance to the Chief Administrative Officer. The permit holder shall be required to indemnify and save the Municipality of Souris-Glenwood harmless from all claims arising from the permit or event;
2. Serve the public interest by upholding the bylaws and policies of the Municipality of Souris-Glenwood, and any other applicable legislation;
3. 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 bylaws, street closures, etc.;
4. 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 Souris-Glenwood Municipally Significant Events Policy.

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Applicant Signature:

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Date

Privacy Statement:

Personal information on this form is collected under the authority of The Municipal Act, C.C.S.M. c. M225. 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 LGCA. Questions about this collection should be directed to the Chief Administrative Officer at 204 483 5200 or [sg.info@sourismanitoba.com](mailto:sg.info@sourismanitoba.com)

Office Use Only:

Approved: ☐

Denied: ☐

Reasons why if denied: \_\_\_\_\_