**SMITHERS FAIRGROUNDS EVENT REQUEST FORM**

Submission of application does not assume approval of application. Approval of application is subject to review of event, insurance, schedule, and signature of authorities.

1. **Name of Event:**

2. **Nature or Purpose of Event:**

3. **Estimated attendance (Note: If estimated attendance is greater than 500 persons, see Bylaw No. 1342):**

4. **Setup dates required**

<table>
<thead>
<tr>
<th>EVENT DATES &amp; TIMES</th>
<th>Cleanup dates required</th>
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5. **Location of Event (check all buildings and facilities you wish to use).** It is the responsibility of the applicant to contact the organization that developed the facility, and which is the primary user, to receive availability confirmation and to provide proper proof of insurance.

   **Town Facilities:**
   - Accessible Town Washrooms
   - Non-accessible Town Washrooms
   - Quonset Hut (Johnstone Hall)
   - Other/Open Space:

   Availability confirmed by Town of Smithers (www.smithers.ca):
   - Date: 
   - Print Name: 
   - Signature: 

   Is a pre-event walkabout required: Yes ☐ No ☐
   Is a post-event facility check required: Yes ☐ No ☐ Is a fee applicable: Yes ☐ No ☐

   **BV Agricultural & Industrial Facilities:**
   - Stage ☐ Poultry Barn ☐ Davidson Hall
   - Petting Zoo ☐ Office ☐ Mall
   - Large Horse Barn ☐ Small Horse Barn
   - Draft Horse Barn ☐ Livestock Office
   - Hog Barn

   Availability confirmed by BVAIA (bvfair.ca):
   - Date: 
   - Print Name: 
   - Signature: 

   Is a pre-event walkabout required: Yes ☐ No ☐
   Is a post-event facility check required: Yes ☐ No ☐ Is a fee applicable: Yes ☐ No ☐

   **Smithers Rodeo Club:**
   - Rodeo Ring
   - Beer Garden Concession
   - Announcer’s Booth/Office

   Availability confirmed by Smithers Rodeo Club:
   - Date: 
   - Print Name: 
   - Signature: 

   Is a pre-event walkabout required: Yes ☐ No ☐
   Is a post-event facility check required: Yes ☐ No ☐ Is a fee applicable: Yes ☐ No ☐

   **Northern Saddle Club Facilities:**
   - Indoor riding ring
   - Riding Rings
   - Light Horse Barn
   - Jump Ring

   Availability confirmed by Northern Saddle Club (northernsaddleclub.com):
   - Date: 
   - Print Name: 
   - Signature: 

   Is a pre-event walkabout required: Yes ☐ No ☐
   Is a post-event facility check required: Yes ☐ No ☐ Is a fee applicable: Yes ☐ No ☐

   **4-H Facilities:**
   - Washrooms
   - 4H Beef Barns and electrical hook-ups

   Availability confirmed by 4H:
   - Date: 
   - Print Name: 
   - Signature: 

   Is a pre-event walkabout required: Yes ☐ No ☐
   Is a post-event facility check required: Yes ☐ No ☐ Is a fee applicable: Yes ☐ No ☐

   **Service Club Facilities:**
   - Elks
   - Lions
   - Rotary
   - Legion

   Availability confirmed by the Elks Club:
   - Date: 
   - Print Name: 
   - Signature: 

   Availability confirmed by the Lions Club:
   - Date: 
   - Print Name: 
   - Signature: 

   Availability confirmed by the Rotary Club (smithersrotary.ca):
   - Date: 
   - Print Name: 
   - Signature: 

   Availability confirmed by the Royal Canadian Legion (smitherslegion.ca):
   - Date: 
   - Print Name: 
   - Signature: 

6. **Contact Information of event:**

   a) Full legal name(s) of applicant(s):

   b) Full residential (civic) address of applicant(s):

   c) Mailing address of applicant(s):

   d) Telephone: 
   e) Fax: 
   f) Email:

   Signature: ______________________
   Date: ____________________
7. Full and legal name of any affiliated organizations or sponsors:

8. Describe in detail arrangements for the following, as applicable (applicant is responsible for any associated costs)
   a) Parking of motor vehicles:
   b) Location of camping areas:
   c) Traffic control on and around the site:
   d) Access routes for emergency vehicles:
   e) Policing and other necessary security on and around the site:
   f) Requests involving Town’s Works and Operations Dept. (additional grass mowing or garbage pickups):

9. Public liability insurance documents are attached showing the Town of Smithers and the Bulkley Valley Agricultural and Industrial Association as “additional insured”: Yes ☐ No ☐

Applicant:

Name ___________________________/ _________________________ Signature ______________________________________________________________________ Telephone Number ______________________________________________________________________

THIS SECTION TO BE COMPLETED BY TOWN OF SMITHERS ADMINISTRATION.

APPROVALS ARE REQUIRED PRIOR TO THE EVENT, AS INDICATED BY THE CHECK MARKS ☑ BELOW

1. RCMP: Approval Required: Yes ☐ No ☐
   Comments: ____________________________________________________________________________
   Authorized by: __________________________________________________________________________
   Amount of Security Required to Cover Policing Costs: $________
   Date: ____________________________________________________________________________
   (sheet to be attached with cost breakdown)
   Special Occasion Liquor License:

2. Director of Works and Operations (or designate): Approval Required: Yes ☐ No ☐
   Comments: ____________________________________________________________________________
   Authorized by: __________________________________________________________________________
   Fee for Service Yes ☐ No ☐
   Date: ____________________________________________________________________________
   Fee Amount $________

3. Fall Fair Management Committee: Approval Required: Yes ☑ No ☐
   Comments: ____________________________________________________________________________
   Authorized by: __________________________________________________________________________
   Date: ____________________________________________________________________________
   If event is approved between meetings, advise Fairgrounds Attendants.

FOR OFFICE USE ONLY

Authorized and Approved by: ______________________________________________________________________
Comments: ____________________________________________________________________________

Signature (Mayor, Chief Administrative Officer or designate) ______________________________________________________________________ Date ____________________________________________________________________________

Personal information collected on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose of responding to your request. If you have any questions, please contact the Town of Smithers at 847-1600.