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January 22, 2018

FILE: 0360-20

TO: USERS AND LICENSEES OF THE SMITHERS FAIRGROUNDS

**RE: Requests for Use of Smithers Fairgrounds**

This is a reminder that the Fall Fair Management Committee, made up of representatives appointed by the Bulkley Valley Agricultural and Industrial Association and the Town of Smithers, is responsible for scheduling the use of the Fairgrounds to ensure there are no conflicting events. The Committee takes into account the compatibility of events before scheduling two or more events at the same time.

The Committee asks that user groups use the attached "Smithers Fairgrounds Event Request Form" to notify the Committee of its events for 2018. By using this form, the Town of Smithers (the legal owners of the Fairgrounds property) will be made aware of events taking place and will have the opportunity to address any concerns Council or staff may have prior to the Town giving its approval.

When making event requests, please remember to include days for set-up and clean-up. If you feel that your event requires "exclusive use" of all or part of the grounds, please address this in your request and provide the reasons why you believe exclusive use is needed. The Fall Fair Management Committee will consider exclusive use requests on a case-by-case basis.

Completed "Smithers Fairgrounds Event Request Forms" should be mailed to the Fall Fair Management Committee, c/o the Town of Smithers (Box 879), faxed to the Town of Smithers (250-847-1601), or emailed to J. McKay [jmckay@smithers.ca](mailto:jmckay@smithers.ca) by March 1, 2018 for consideration at the first Fall Fair Management Committee meeting of the year (usually scheduled around mid-March).

User groups are also reminded that it is their responsibility to contact the license owners (B.V. Agricultural and Industrial Association, Northern Saddle Club, etc.) regarding buildings or facilities they may wish to use. The event request form now includes an availability confirmation signature box for each event to be signed by the specific groups that oversee the day-to-day operations of each facility. If you are interested in booking Town of Smithers' washrooms or the Town-owned Quonset hut (known as Johnstone Hall), please contact Roger Smith, Director of Works and Operations.

All requests for use of the Fairgrounds require proof of insurance, showing the Town of Smithers as an “additional insured” party, When booking events that will take place on areas of the grounds under a Licence Agreement with the Town, those Licence holders should also be named as “additional Insured” parties. Please understand that the process to approve Smithers Fairgrounds Routine Request Forms does not begin until proper insurance documents have been received by the Town.

Please advise J. McKay of any changes within your organization regarding contact names and position titles, phone numbers, fax numbers, mailing addresses, or email addresses as they happen.

Attached is a letter from Keith Stecko, Fire Chief, regarding open burning, and a letter from Roger Smith, the Town’s Director of Works and Operations, regarding modification of water and sewer systems. It is important for your members to be aware of these procedures. Also attached is a letter from Roye Lovgren, the Town’s Building Inspector, regarding the requirement for a building permit for all construction projects undertaken at the Fairgrounds. A copy of the Building Permit Application Guide is provided for your information. Any electrical upgrades and alterations also require appropriate permits and inspections.

Thank you for your cooperation.

Yours truly,

Dianna Plouffe  
Director of Corporate Services

Enclosures: Fall Fair Routine Request Forms and Public Liability Insurance Information Sheet  
Letter from K. Stecko, Fire Chief  
Letter from R. Smith, Director of Works and Operations  
Letter and Building Permit Application Guide from R. Lovgren, Building Inspector

c: Fall Fair Management Committee

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