



# HOSTING A SPECIAL EVENT ON TOWN OWNED PROPERTY

## INFORMATION FORM

### COVID-19 UPDATE

1. The Town of Smithers requires Event organizers to complete a **Special Event Application Form** at least 15 days prior to the event. Personal information and details of the event collected on this form are collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose of responding to your request.

#### 2. COVID-19 UPDATE:

##### **Special Event Application – Covid-19 Requirement to provide Safety Protocol:**

A sanctioned public event held on any Town of Smithers' owned land, streets, sidewalks, parks, and/or buildings **MUST** have fewer than 50 people to align with the public health officer's prohibition on mass gatherings. To ensure the safety of those participating Event Organizers **MUST** include a COVID Safety Protocol Plan for the event. The plan should include (PPE, Physical Distancing, and Sanitization etc.).

3. Anyone who is planning on holding a public event on any Town of Smithers' owned land, streets, sidewalks, parks, and/or buildings must obtain Public Liability Insurance. The Town of Smithers requires this insurance to ensure that the Town of Smithers is covered in case of any injury or damage to property arising from the event.
4. The "Public Liability Insurance" requirement on our "Special Event Application Form" refers to general liability coverage, naming the Town of Smithers as an "additional insured". You can visit the local insurance providers to obtain a copy of the "Public Liability Insurance" that names the Town of Smithers as an **additional insured** for your specific event. Insurance can also be obtained by following the link: <https://miabc.eventpolicy.ca/>
5. The Town of Smithers requires a minimum of \$2,000,000 liability insurance coverable of Town owned facility. The Town of Smithers retains the right to request for insurance coverage up to \$5,000,000 depending on the type of event and/or program.
6. The Event Organizer attaches the Public Liability Insurance certificate as well as the Safety Protocol Plan to the completed Special Event Application Form and returns to the Town Office. If required, Special Event Permits – Liquor Control and Licensing Act, Short Term Food Permit, and/or Highway Use Permits are attached at this time. All correspondence is then forwarded to the Recreation Coordinator for processing.
7. The Recreation Coordinator delivers the Special Event Application package to the Chief Administrative Officer (or designate) to check off Approval Requirements. The Recreation Coordinator then delivers the application to the approval required recipients (ex. Fire Chief, General Manager, Integrated Growth & Infrastructure (or designate), RCMP, Recreation Coordinator)
8. Once the Special Event Application packaged has received all required approvals, the Recreation Coordinator then delivers the package to the Town of Smithers Chief Administrative Officer for



final sanction of the event.

- 9.** Once sanctioned the Recreation Coordinator notifies the event organizer by email or phone the status, and provides any necessary information or comments. The Recreation Coordinator then adds the package to the Special Event Calendar and notifies the Works Yard if pickup or delivery is requested for the event (ex. Garbage/Recycle bins or Barricades). For delivery there is a **(MINIMUM 5 BUSINESS DAY NOTICE & Route Map REQUIRED)**.
- 10.** The Event Organizer is now SANCTIONED to carry on with their event and can request advertising on the Town's Recreation Facebook page.
- 11.** On the day of the event, if necessary, a key is provided for the electrical box at Bovill Square to the Event Organizer (\$100 Refundable Key Deposit Required). The key is to be returned to the Town Office within 24hrs.

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