



SPECIAL EVENT APPLICATION FORM

COVID-19 UPDATE

This form must be completed in full and submitted to the Town of Smithers for sanction in order to proceed with the event. Please note that the Town of Smithers Events Bylaw No. 1342 prohibits the holding of certain events without a permit.

1.	Name and Purpose of Event:		
2.	Date(s) and time(s) of Event:		
3.	Municipal location of Event:		
4.	Estimated attendance:		
5.	Applicant MUST attach COVID-19 (coronavirus) Response Plan Special Event Safety Protocol Plan is attached:		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.	Contact information full legal name(s) of applicant(s):		
	Civic/Mailing address of applicant(s):		
	☎ Telephone number(s):		
	✉ Email address(es):		
	Affiliated organizations or sponsors:		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.	Supplies to be picked up & returned to the Smithers Works Yard 2888 19 Ave between 7- 3 pm Monday – Friday:		
	○ Request delivery (if no truck available) MINIMUM 5 BUSINESS DAYS' NOTICE & Route Map REQUIRED		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	○ # of Garbage/Recycle bins for pick up:		
	○ # of Barricades/Signs for pick up:		
	○ Route Map & Additional Documents included		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.	Public liability insurance documents are attached: (Each user group and/or individual is required to provide proof of insurance and name the Town as an additional insured prior to an event and/or program. If proof of insurance is not submitted before the event and/or program, the Town of Smithers has the right to refuse access to the facility. 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)		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.	Special Event Permit – Liquor Control and Licensing Act is attached:		
	(Applicant must obtain an approved permit from Liquor and Cannabis Regulation Branch prior to submitting for approval)		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.	The applicant must attach a completed “Short Term Food Permit” from the Health Officer if preparing, serving or dispensing of food or beverages. Contact Environmental Health Officer at: (250) 847-6400.		
	Short Term Food Permit is attached:		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.	If the event requires a road to be closed, the organizer is responsible for obtaining a Highway Use Permit.		
	(These are required for any non-municipal uses within road right-of-ways, including lanes. See Town of Smithers Website for form)		
	Highway Use Permit is attached:		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



12. Signature of applicant(s): _____

Date: _____

SPECIAL EVENT PERMIT

**THIS SECTION TO BE COMPLETED BY THE TOWN OF SMITHERS ADMINISTRATION.
APPROVALS ARE REQUIRED AS INDICATED BY THE CHECK MARKS ✓ BELOW:**

Fire Chief (or designate)	Approval Required: Yes <input type="checkbox"/> No <input type="checkbox"/>
General Manager, Integrated Growth & Infrastructure (or designate)	Approval Required: Yes <input type="checkbox"/> No <input type="checkbox"/>
RCMP	Approval Required: Yes <input type="checkbox"/> No <input type="checkbox"/>
Recreation Coordinator (or designate)	Approval Required: Yes <input type="checkbox"/> No <input type="checkbox"/>

Fire Chief (or designate)

Authorized by: _____ Date: _____

Comments: _____

Amount of Security Required to Cover Fire Protection Costs: _____

General Manager, Integrated Growth & Infrastructure (or designate)

Authorized by: _____ Date: _____

Comments: _____

Amount of Security Required to Cover Engineering Costs: _____

RCMP

Authorized by: _____ Date: _____

Comments: _____

Amount of Security Required to Cover Policing Costs:
(sheet to be attached with cost breakdown)

Recreation Coordinator (or designate)

Authorized by: _____ Date: _____

Comments: _____

(\$100) Refundable Key Deposit Required: Yes No

Deposit received date: _____

Sanction of Special Event

Mayor, Chief Administrative Officer (or designate)

Authorized by: _____ Date: _____

Comments: _____

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.