



SPECIAL EVENT APPLICATION FORM

Please note that the Town of Smithers Events Bylaw No. 1342 prohibits the holding of certain events without a permit. For Special Event Requests, this form must be completed in full and submitted to the Town of Smithers at least 15 days before the event.

1. Name of Event:
2. Municipal location of Event:
3. Nature or Purpose of Event:
4. Estimated attendance:
5. Date(s) and time(s) of event:
6. a) Full legal name(s) of applicant(s): b) Full residential (civic) address of applicant(s): c) Mailing address of applicant(s): d) Contact information: ☎ Telephone number(s) : ✉ Email Address(es):
7. Full and legal name of any affiliated organizations or sponsors:
8. Describe details or arrangements of the event: (attach additional sheet(s) map(s) if necessary) <ul style="list-style-type: none"> ○ _____ ○ _____ ○ _____ ○ Barricades required: (to be delivered) Yes/No
9. 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) <p style="text-align: right;">Yes/No</p>
10. 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) <p style="text-align: right;">Yes/No</p>
11. 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. <p style="text-align: right;">Short Term Food Permit is attached: Yes/No</p>
12. 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) <p style="text-align: right;">Highway Use Permit is attached: Yes/No</p>



SPECIAL EVENT APPROVAL FORM

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

1. RCMP:

Approval Required: Yes/No

Comments:

Authorized by:

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

Date:

2. Director of Works and Operations (or designate):

Approval Required: Yes/No

Comments:

Authorized by:

Amount of Security Required to Cover Engineering Costs:

Date:

3. Recreation Coordinator (or designate):

Approval Required: Yes/No

Comments:

Authorized by:

Key Deposit Required: Yes No

deposit received date:

Date:

4. Fire Chief (or designate):

Approval Required: Yes/No

Comments:

Authorized by:

Amount of Security Required to Cover Fire Protection Costs:

Date:

5. Business Licence/Building Inspector (or designate):

Approval Required: Yes/No

Comments:

Authorized by:

Amount of Security Required to Cover Inspection Costs:

Date:

FOR OFFICE USE ONLY

Authorized and Approved by: _____
Signature (Mayor, Chief Administrative Officer or designate) 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.