



## SPECIAL EVENT APPLICATION FORM

### COVID-19 UPDATE

<p>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.</p>	
1. <b>Name and Purpose of Event:</b>	
2. <b>Date(s) and time(s) of Event:</b>	
3. <b>Municipal location(s) of Event:</b>	
4. <b>Estimated attendance of Event:</b>	
5. Applicant <b>MUST</b> attach COVID-19 Safety Protocol Plan <b>Special Event Safety Protocol Plan is attached:</b> <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span>	
6. <b>Contact information: Full legal name(s) of applicant(s):</b>  <b>Civic/Mailing address of applicant(s):</b>  <span style="margin-left: 40px;">☎ Telephone number(s):</span>  <span style="margin-left: 40px;">✉ Email address(es):</span>  <b>Affiliated organizations or sponsors:</b> <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span>	
7. <b>Supplies to be picked up &amp; returned to the Town of Smithers Works &amp; Operations Department</b> <b>Located at: 2888 19th Ave   between 8 - 3pm   Monday – Friday   Clerk Phone #250-847-1649</b> <b>Materials Loans Sheet to be filled out for use of supplies</b>  <ul style="list-style-type: none"> <li>○ # Of Garbage/Recycle bins to be picked up:</li> <li>○ # Of Barricades/Signs to be picked up:</li> <li>○ <b>Route Map &amp; Additional Documents included</b> <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span> </li> </ul>	
8. <b>Public liability insurance documents are attached:</b> (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)  <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span>	
9. <b>Special Event Permit – Liquor Control and Licensing Act is attached:</b> (Applicant must obtain an approved permit from Liquor and Cannabis Regulation Branch prior to submitting for approval)  <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span>	
10. <b>The applicant must attach a completed “Short Term Food Permit”</b> from the Health Officer if preparing, serving or dispensing of food or beverages. Contact Environmental Health Officer at: (250) 847-6400.  <b>Short Term Food Permit is attached:</b> <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span>	
11. <b>If the event requires a road to be closed, the organizer is responsible for obtaining a Highway Use Permit.</b> (These are required for any non-municipal uses within road right-of-ways, including lanes. See Town of Smithers Website for form)  <b>Highway Use Permit is attached:</b> <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span>	
12. <b>Signature of applicant(s):</b>	<b>Date:</b>



## 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  No

General Manager, Integrated Growth & Infrastructure (or designate) Approval Required: Yes  No

RCMP Approval Required: Yes  No

Recreation Coordinator (or designate) Approval Required: Yes  No

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:

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 250-847-1600 | recreation@smithers.ca.