

HOSTING A SPECIAL EVENT ON TOWN OWNED PROPERTY

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. 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.
3. 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/>
4. 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.
5. The Event Organizer attaches the Public Liability Insurance certificate to the completed Special Event Application Form and returns this 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.
6. The Recreation Coordinator sends the Special Event Application Form and Public Liability Insurance to the RCMP, Town Works and Operations Department, and the Fire Chief for comments and approval.
7. The completed Special Event Application Form and attached Public Liability Insurance is returned to the Recreation Coordinator who then forwards the forms to the Town of Smithers Chief Administrative Officer for final approval.
8. Once all required approvals are complete a copy of the reverse Special Event Approval Form is then provided to the Event Organizer. The original is kept with the Recreation Coordinator for filing.
9. The Event Organizer is now able to advertise for the event.
10. On the day of the event, if necessary, a key is provided for the electrical box at Bovill Square to the Event Organizer. The key is to be returned to the Town Office within 24hrs. If required the Town Works and Operations Department will deliver barricades to the event, and pick them up after the event.