



**SMITHERS FAIRGROUNDS EVENT REQUEST FORM
COVID-19 UPDATE**

Submission of application does not assume approval of application. Approval of application is subject to review of event, Communicable Disease Prevention Plan (if required), insurance, schedule, and signature of authorities. Allow 10 business days to process.

1. **Name of Event:** _____

2. **Nature or Purpose of Event:** _____

3. **Estimated attendance (must follow the current Provincial Health Officer orders):** _____

4. **Applicant MUST attach Communicable Disease Prevention Plan if event is deemed a fair, festival, or trade show. Communicable Disease Prevention Plan is attached:** Yes No

| | | |
|--------------------------------|--------------------------------|-------------------------------|
| 5. Setup dates required | EVENT DATES & TIMES | Cleanup dates required |
|--------------------------------|--------------------------------|-------------------------------|

6. **Location of Event** (✓check all buildings and facilities you wish to use). *It is the responsibility of the applicant to contact the organization that developed the facility, and which is the primary user, to receive availability confirmation and to provide appropriate proof of insurance.

- Town Facilities:**
- Accessible Town Washrooms
 - Non-accessible Town Washrooms
 - Quonset Hut (Johnstone Hall)
 - Other/Open Space): _____

Availability confirmed by Town of Smithers (www.smithers.ca):

Date: _____ Print Name: _____ Signature: _____

Is a pre-event walkabout required: Yes No

Is a post-event facility check required: Yes No Is a fee applicable: Yes No

- *BV Agricultural & Industrial Facilities:**
- Stage Poultry Barn Davidson Hall
 - Petting Zoo Office Mall
 - Large Horse Barn Small Horse Barn
 - Draft Horse Barn Livestock Office
 - Hog Barn
 - Wheelchair Accessible Porta-Potty

Availability confirmed by BVAIA (bvfair.ca):

Date: _____ Print Name: _____ Signature: _____

Is a pre-event walkabout required: Yes No

Is a post-event facility check required: Yes No Is a fee applicable: Yes No

- *Smithers Rodeo Club:**
- Rodeo Ring
 - Beer Garden Concession
 - Announcer's Booth/Office

Availability confirmed by Smithers Rodeo Club:

Date: _____ Print Name: _____ Signature: _____

Is a pre-event walkabout required: Yes No

Is a post-event facility check required: Yes No Is a fee applicable: Yes No

- *Northern Saddle Club Facilities:**
- Indoor riding ring
 - Riding Rings
 - Light Horse Barn
 - Jump Ring
 - Concession

Availability confirmed by Northern Saddle Club (northernsaddleclub.com):

Date: _____ Print Name: _____ Signature: _____

Is a pre-event walkabout required: Yes No

Is a post-event facility check required: Yes No Is a fee applicable: Yes No

- *4-H Facilities:**
- Washrooms
 - 4H Beef Barns and electrical hook-ups

Availability confirmed by 4H:

Date: _____ Print Name: _____ Signature: _____

Is a pre-event walkabout required: Yes No

Is a post-event facility check required: Yes No Is a fee applicable: Yes No

***Service Club Facilities:**

| | |
|---------------------------------|--|
| <input type="checkbox"/> Elks | <p><i>Availability confirmed by the Elks Club:</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p> |
| <input type="checkbox"/> Lions | <p><i>Availability confirmed by the Lions Club:</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p> |
| <input type="checkbox"/> Rotary | <p><i>Availability confirmed by the Rotary Club (smithersrotary.ca):</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p> |
| <input type="checkbox"/> Legion | <p><i>Availability confirmed by the Royal Canadian Legion (smitherslegion.ca):</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p> |

7. **Contact Information of event:**

a) **Full legal name(s) of applicant(s):** _____

b) **Full residential (civic) address of applicant(s):** _____

c) **Mailing address of applicant(s):** _____

d) **Telephone:** _____ e) **Fax:** _____ f) **Email:** _____

8. Full and legal name of any affiliated organizations or sponsors:

9. Describe in detail arrangements for the following, as applicable (applicant is responsible for any associated costs)

- a) Parking of motor vehicles:
- b) Location of camping areas:
- c) Traffic control on and around the site:
- d) Access routes for emergency vehicles:
- e) Policing and other necessary security on and around the site:
- f) Requests involving Town's Works and Operations Dept. (additional grass mowing or garbage pickups):

10. Public liability insurance documents are attached showing the Town of Smithers and the Bulkley Valley Agricultural and Industrial Association as "additional insured": Yes No

Applicant:

Name and Signature Telephone Number

THIS SECTION TO BE COMPLETED BY TOWN OF SMITHERS ADMINISTRATION. APPROVALS ARE REQUIRED PRIOR TO THE EVENT, AS INDICATED BY THE CHECK MARKS BELOW

1. RCMP: Approval Required: Yes No

Comments: Authorized by: _____

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

Special Occasion Liquor License:

2. Works and Operations (or designate): Approval Required: Yes No

Comments: Authorized by: _____

Fee for Service Yes No Date: _____

Fee Amount \$_____

3. Fall Fair Management Committee: Approval Required: Yes No

Comments: Authorized by: _____

Date: _____

If event is approved between meetings, advise Fairgrounds Attendants.

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.