



## SPECIAL EVENT APPLICATION FORM

<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>	
<b>1. Name, Purpose &amp; Description of Event:</b>	
<b>2. Date(s) and time(s) of Event:</b>	
<b>3. Municipal location(s) of Event:</b>	
<b>4. Estimated attendance of Event:</b>	
<p><b>5. Applicant MUST follow all current Provincial/Regional Health Officer Orders at the time of the planned event. If you are unsure that your event complies, please reach out to the Town of Smithers for clarification.</b></p>	
<p><b>6. Contact information:</b>          Full legal name(s) of applicant(s):           Mailing address of applicant(s):    Telephone number(s):    Email address(es):           Affiliated organizations or sponsors: <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span></p>	
<p><b>7. Supplies to be picked up &amp; returned to the Town of Smithers Works &amp; Operations Department</b>          Located at: 2888 19th Ave   Monday – Friday   8am - 3pm   Phone: 250-847-1649</p> <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>○ Route Map &amp; Additional Documents included <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span></li> </ul>	
<p><b>8. 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.          Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input type="checkbox"/></span></p>	
<p><b>9. 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></p>	
<p><b>10. 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.          Short Term Food Permit is attached: <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span></p>	
<p><b>11. 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 rights-of-way, including lanes. See Town of Smithers Website for form.          Highway Use Permit is attached: <span style="float: right;">Yes <input type="checkbox"/></span> <span style="float: right;">No <input type="checkbox"/></span></p>	
<b>12. Signature of applicant(s):</b>	<b>Date:</b>



## SPECIAL EVENT PERMIT

**THIS SECTION TO BE COMPLETED BY THE TOWN OF SMITHERS ADMINISTRATION.**

<b>Fire Chief (or designate)</b>	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Director of Development Services (or designate)</b>	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Director of Operations (or designate)</b>	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>RCMP</b>	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Recreation Coordinator (or designate)</b>	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Fire Chief (or designate)</b> Authorized by: _____ Date: _____ Comments: _____  Amount Required to Cover Fire Protection Costs: _____		
<b>Director of Development Services (or designate)</b> Authorized by: _____ Date: _____ Comments: _____  Amount Required to Cover Engineering Costs: _____		
<b>Director of Operations (or designate)</b> Authorized by: _____ Date: _____ Comments: _____  Amount Required to Cover Operational Costs: _____		
<b>RCMP</b> Authorized by: _____ Date: _____ Comments: _____  Amount Required to Cover Policing Costs: _____		
<b>Recreation Coordinator (or designate)</b> Authorized by: _____ Date: _____ Comments: _____ (\$100) Refundable Key Deposit Required:      Yes <input type="checkbox"/> No <input type="checkbox"/> Deposit received date: _____		
<b>Mayor, Chief Administrative Officer (or designate)</b> Authorized by: _____ Date: _____ Comments: _____		<b>Sanction of Special Event</b>

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.