



HOSTING A SPECIAL EVENT ON TOWN OWNED PROPERTY

INFORMATION & STEPS

1. Submission Timeline:

The Town of Smithers requires event organizers to submit a Special Event Application and necessary attachments no later than 30 days prior to the event date. Please allow more time for application processing if you're planning to host a large-scale 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. Liability Insurance:

Anyone who is planning to hold 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.

The "Public Liability Insurance" requirement on our Special Event Application Form refers to general liability coverage, naming the Town of Smithers as "additionally insured". You can visit a local insurance provider to obtain liability insurance for your event, or you can visit the following online link: <https://miabc.eventpolicy.ca/>.

The Town of Smithers requires a minimum of \$2,000,000 liability insurance. 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.

3. Attachments:

Please attach the following documents (as needed) with your Special Event Application:

- Liability Insurance Certificate
- Liquor Control and Licensing Act
- Short Term Food Permit
- Highway Use Permits
- Event Map
- Any advertisements/promotions for the event

4. Approval Process:

All correspondence is sent to the Recreation Coordinator for processing by dropping your application package at the Town Office, or via email to recreation@smithers.ca.

The Recreation Coordinator delivers the Special Event Application package for necessary approvals (Fire Chief, RCMP, Director of Development Services, Director of Works and Operations, Director of Community Services). Once the Special Event Application package has received all required approvals, the Chief Administrative Officer provides final sanction of the event.



5. Sanctioned Event:

Once the event is sanctioned, the Recreation Coordinator notifies the event organizer by email or phone to provide the status and any necessary information or comments.

The Recreation Coordinator then adds the package to the Special Event Calendar and notifies the Works Yard if pickup of garbage cans or barricades needs to be organized. Event organizers are responsible for pickup and drop off of any items requested.

The Event is now SANCTIONED.

On the day of the event (if necessary), keys are available for electrical boxes/bathroom use in certain Town locations (\$100 Refundable Key Deposit required). The key is to be returned to the Town Office within 24hrs.

Town of Smithers | Recreation Coordinator

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