



SPECIAL EVENT APPLICATION

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.

1. Name and Purpose of Event:
2. Date(s) and time(s) of Event:
3. Municipal location(s) of Event:
4. Estimated attendance of Event:
5. Applicant MUST follow all current Health Officer Orders (Federal/Provincial/Regional) 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.
6. Contact information: Full legal name(s) of applicant(s): Mailing address of applicant(s): <div style="display: flex; justify-content: space-between;"> Telephone number(s): </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Email address(es): </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Affiliated organizations or sponsors: Yes <input type="checkbox"/> No <input type="checkbox"/> </div>
7. Supplies to be picked up & returned to the Town of Smithers Works & Operations Department Located at: 2888 19th Ave Monday – Friday 8am - 3pm Phone: 250-847-1649 <ul style="list-style-type: none"> ○ # Of Garbage/Recycle bins to be picked up: ○ # Of Barricades/Signs to be picked up: ○ Route Map & Additional Documents included Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Public liability insurance documents are attached: 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. <div style="text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>
9. Special Event Permit – Liquor Control and Licensing Act is attached: Applicant must obtain an approved permit from Liquor and Cannabis Regulation Branch prior to submitting for approval. <div style="text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>
10. The applicant must attach a completed “Short Term Food Permit” 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: Yes <input type="checkbox"/> No <input type="checkbox"/>
11. If the event requires a road to be closed, the organizer is responsible for obtaining a Highway Use Permit. 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: Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Signature of applicant(s): Date:



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 <input type="checkbox"/>	No <input type="checkbox"/>
Director of Community Services (or designate)	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>
Director of Development Services (or designate)	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>
Director of Operations (or designate)	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>
RCMP	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recreation Coordinator (or designate)	Approval Required: Yes <input type="checkbox"/>	No <input type="checkbox"/>

Fire Chief (or designate)

Authorized by: _____ Date: _____

Comments: _____

Amount of Security Required to Cover Fire Protection Costs: _____

Director of Community Services, Director of Development Services, Director of Operations (or designate)

Authorized by: _____ Date: _____

Authorized by: _____ Date: _____

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: _____

Mayor, Chief Administrative Officer (or designate)

Sanction of Special Event

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.