

SMITHERS FAIRGROUNDS EVENT REQUEST FORM

Submission of application does not assume approval of application. **Allow 10 business days to process.**
 Approval of application is subject to review of event, insurance, schedule, and signature of authorities.

1. Name of Event:		
2. Nature or Purpose of Event:		
3. Estimated attendance:		
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.

<p>Town Facilities:</p> <input type="checkbox"/> Accessible Town Washrooms <input type="checkbox"/> Non-accessible Town Washrooms <input type="checkbox"/> Other/Open Space): _____ <p>*BV Agricultural & Industrial Facilities:</p> <input type="checkbox"/> Stage <input type="checkbox"/> Poultry Barn <input type="checkbox"/> Davidson Hall <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Office <input type="checkbox"/> Mall <input type="checkbox"/> Barn E <input type="checkbox"/> Barn D <input type="checkbox"/> Draft Horse Barn <input type="checkbox"/> Livestock Office <input type="checkbox"/> Hog Barn <input type="checkbox"/> Quonset Hut (Johnstone Hall) <input type="checkbox"/> Wheelchair Accessible Porta-Potty <input type="checkbox"/> Open Ground/Others: _____	<p style="text-align: center;"><i>Availability confirmed by Town of Smithers (www.smithers.ca):</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p> <p><i>Is a pre-event walkabout required: Yes <input type="checkbox"/> No <input type="checkbox"/></i> <i>Is a post-event facility check required: Yes <input type="checkbox"/> No <input type="checkbox"/> Is a fee applicable: Yes <input type="checkbox"/> No <input type="checkbox"/></i></p>
<p>*Smithers Rodeo Club:</p> <input type="checkbox"/> Rodeo Ring <input type="checkbox"/> Beer Garden Concession <input type="checkbox"/> Announcer's Booth/Office	<p style="text-align: center;"><i>Availability confirmed by Smithers Rodeo Club:</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p> <p><i>Is a pre-event walkabout required: Yes <input type="checkbox"/> No <input type="checkbox"/></i> <i>Is a post-event facility check required: Yes <input type="checkbox"/> No <input type="checkbox"/> Is a fee applicable: Yes <input type="checkbox"/> No <input type="checkbox"/></i></p>
<p>*Northern Saddle Club Facilities:</p> <input type="checkbox"/> Indoor riding ring <input type="checkbox"/> Riding Rings <input type="checkbox"/> Light Horse Barns A, B, & C <input type="checkbox"/> Jump Ring <input type="checkbox"/> Concession <input type="checkbox"/> Open Ground: _____	<p style="text-align: center;"><i>Availability confirmed by Northern Saddle Club (northernsaddleclub.com):</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p> <p><i>Is a pre-event walkabout required: Yes <input type="checkbox"/> No <input type="checkbox"/></i> <i>Is a post-event facility check required: Yes <input type="checkbox"/> No <input type="checkbox"/> Is a fee applicable: Yes <input type="checkbox"/> No <input type="checkbox"/></i></p>
<p>*4-H Facilities:</p> <input type="checkbox"/> Washrooms <input type="checkbox"/> Barn and <input type="checkbox"/> electrical hook-ups	<p style="text-align: center;"><i>Availability confirmed by 4H:</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p> <p><i>Is a pre-event walkabout required: Yes <input type="checkbox"/> No <input type="checkbox"/></i> <i>Is a post-event facility check required: Yes <input type="checkbox"/> No <input type="checkbox"/> Is a fee applicable: Yes <input type="checkbox"/> No <input type="checkbox"/></i></p>

<p>*Service Club Facilities:</p> <input type="checkbox"/> Elks	<p style="text-align: center;"><i>Availability confirmed by the Elks Club:</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p>
<input type="checkbox"/> Lions	<p style="text-align: center;"><i>Availability confirmed by the Lions Club:</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p>
<input type="checkbox"/> Rotary	<p style="text-align: center;"><i>Availability confirmed by the Rotary Club (smithersrotary.ca):</i></p> <p>Date: _____ Print Name: _____ Signature: _____</p>
<input type="checkbox"/> Legion	<p style="text-align: center;"><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 Phone Number / E-Mail

**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 designated): 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 250-847-1600.