



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0  
Telephone (250) 847-1600 ~ Fax (250) 847-1601 ~ [www.smithers.ca](http://www.smithers.ca)

January 31, 2025

FILE: 0360-20

TO: LICENSEES & USERS OF THE SMITHERS FAIRGROUNDS

**RE: Requests for Use of Smithers Fairgrounds in 2025**

The Fall Fair Management Committee is excited to welcome another busy year of community activities and events to the Smithers Fairgrounds. Made up of representatives of the Bulkley Valley Agricultural and Industrial Association (BVAIA) and the Town of Smithers, the Fall Fair Management Committee is responsible for approving the use of the Fairgrounds and to ensure there are no conflicting events.

Event requests must be completed using the attached “Smithers Fairgrounds Event Request Form” and submitted to the Fall Fair Management Committee via email at [general@smithers.ca](mailto:general@smithers.ca) or mailed to: Town of Smithers, PO Box 879, Smithers BC, V0J2N0.

Please submit all applications no later than March 1, 2025, so they can be considered at the first Fall Fair Management Committee meeting of the year. Applications received after that date will be reviewed on a first-come-first served basis.

If your event requires “exclusive use” of all or part of the grounds, please address this in your request and provide the reasons why exclusive use is needed. The Fall Fair Management Committee will consider exclusive use requests on a case-by-case basis. The Committee takes into account the compatibility of events before scheduling multiple events at the same time.

Event organizers are reminded that it is their responsibility to contact the license owners (B.V. Agricultural and Industrial Association, Northern Saddle Club, etc.) regarding the availability of any buildings or facilities they may wish to use. The event request form now includes an availability confirmation signature box for each event to be signed by the specific groups that oversee the day-to-day operations of each facility.

If you are interested in booking Town of Smithers’ washrooms or the Town-owned Quonset hut (known as Johnstone Hall), please contact Operations department at 250-847-1649 or [works@smithers.ca](mailto:works@smithers.ca).

Use of the Fairgrounds requires proof of insurance with the Town of Smithers named as an “additional insured” party. For events held on areas of the grounds under a Licence Agreement with the Town, those Licence holders should also be named as “additional Insured” parties.

---

---

Please email any changes within your organization regarding contact names and position titles, phone numbers, mailing addresses, or email addresses to the attention of the Fall Fair Management Committee at [general@smithers.ca](mailto:general@smithers.ca).

**Open Burning**

All fires at the Fairgrounds must solely be for the purpose of cooking food and are limited to only CSA/ULC approved cooking stoves using gas propane or briquettes and propane fire bowls. Bonfires or any burning of land clearing materials, refuse, domestic waste, or any noxious materials are strictly prohibited.

Fire bans may be instituted at any time. Please check with Smithers Fire Rescue at 250-847-2015 for the most up-to-date information or if you have any questions.

**Installation/Modification of Water and Sewer Systems**

Replacement or additions to the Smithers Fairgrounds water distribution and sewer collection systems are not permitted without the consent of the Town of Smithers and Fall Fair Management Committee. Unless otherwise approved by the Town of Smithers, all underground water and sewer works will be conducted by Town of Smithers personnel.

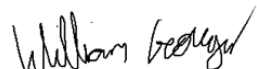
These requirements are set to avoid a potential contamination of the Town's water system that could lead to serious health issues within our community. Any questions can be directed to the Operations department at 250-847-1649 or [works@smithers.ca](mailto:works@smithers.ca).

**Building Permit Requirements**

All construction work and electrical upgrades/alterations undertaken on the Fairgrounds property may be subject to a Town of Smithers' Building Permit. If your group is contemplating a construction/electrical project of any nature, please contact the Building Inspector at 250-847-1600 early in your concept and design stage to ensure the work is done in compliance with Town bylaws, the B.C. Building Code and the Fall Fair Management Committee.

Thank you for your continued cooperation and efforts in helping to ensure the ongoing success of the Smithers Fairgrounds. We look forward to hosting your event in 2024!

Yours truly,



Will George  
Director of Community Services

WG/sl

Enclosures: Attach 1. Fall Fairgrounds Event Request Form – Fillable  
Attach 2. Public Liability Insurance Information Sheet  
Attach 3. Letter from A. De Vries, Fire Chief – Open Burning  
Attach 4. Letter from C. Lawrence, Director of Works and Ops. – Water and Sewer  
Attach 5. Letter from M. Widen, Building Inspector – BP Requirements  
Attach 6. Guide to Building Permit Application Process

c: Fall Fair Management Committee