



## SMITHERS FAIRGROUNDS EVENT REQUEST FORM COVID-19 UPDATE

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

<b>1. Name of Event:</b>		
<b>2. Nature or Purpose of Event:</b>		
<b>3. Estimated attendance (must follow the current Provincial Health Officer orders):</b>		
<b>4. Applicant MUST attach Communicable Disease Prevention Plan if event is deemed a fair, festival, or trade show. Communicable Disease Prevention Plan is attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>5. Setup dates required</b>	<b>EVENT DATES &amp; TIMES</b>	<b>Cleanup dates required</b>
<b>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.</b>		
<b>Town Facilities:</b> <input type="checkbox"/> Accessible Town Washrooms <input type="checkbox"/> Non-accessible Town Washrooms <input type="checkbox"/> Quonset Hut (Johnstone Hall) <input type="checkbox"/> Other/Open Space): _____	<i>Availability confirmed by Town of Smithers (www.smithers.ca):</i> Date: _____ Print Name: _____ Signature: _____  Is a pre-event walkabout required: Yes <input type="checkbox"/> No <input type="checkbox"/> 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"/>	
<b>*BV Agricultural &amp; Industrial Facilities:</b> <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"/> Large Horse Barn <input type="checkbox"/> Small Horse Barn <input type="checkbox"/> Draft Horse Barn <input type="checkbox"/> Livestock Office <input type="checkbox"/> Hog Barn <input type="checkbox"/> Wheelchair Accessible Porta-Potty	<i>Availability confirmed by BVAIA (bvfair.ca):</i> Date: _____ Print Name: _____ Signature: _____  Is a pre-event walkabout required: Yes <input type="checkbox"/> No <input type="checkbox"/> 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"/>	
<b>*Smithers Rodeo Club:</b> <input type="checkbox"/> Rodeo Ring <input type="checkbox"/> Beer Garden Concession <input type="checkbox"/> Announcer's Booth/Office	<i>Availability confirmed by Smithers Rodeo Club:</i> Date: _____ Print Name: _____ Signature: _____  Is a pre-event walkabout required: Yes <input type="checkbox"/> No <input type="checkbox"/> 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"/>	
<b>*Northern Saddle Club Facilities:</b> <input type="checkbox"/> Indoor riding ring <input type="checkbox"/> Riding Rings <input type="checkbox"/> Light Horse Barn <input type="checkbox"/> Jump Ring <input type="checkbox"/> Concession	<i>Availability confirmed by Northern Saddle Club (northernsaddleclub.com):</i> Date: _____ Print Name: _____ Signature: _____  Is a pre-event walkabout required: Yes <input type="checkbox"/> No <input type="checkbox"/> 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"/>	
<b>*4-H Facilities:</b> <input type="checkbox"/> Washrooms <input type="checkbox"/> 4H Beef Barns and <input type="checkbox"/> electrical hook-ups	<i>Availability confirmed by 4H:</i> Date: _____ Print Name: _____ Signature: _____  Is a pre-event walkabout required: Yes <input type="checkbox"/> No <input type="checkbox"/> 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"/>	
<b>*Service Club Facilities:</b>		
<input type="checkbox"/> Elks	<i>Availability confirmed by the Elks Club:</i> Date: _____ Print Name: _____ Signature: _____	
<input type="checkbox"/> Lions	<i>Availability confirmed by the Lions Club:</i> Date: _____ Print Name: _____ Signature: _____	
<input type="checkbox"/> Rotary	<i>Availability confirmed by the Rotary Club (smithersrotary.ca):</i> Date: _____ Print Name: _____ Signature: _____	
<input type="checkbox"/> Legion	<i>Availability confirmed by the Royal Canadian Legion (smitherslegion.ca):</i> Date: _____ Print Name: _____ Signature: _____	

<b>7. Contact Information of event:</b>
<b>a) Full legal name(s) of applicant(s):</b> _____
<b>b) Full residential (civic) address of applicant(s):</b> _____
<b>c) Mailing address of applicant(s):</b> _____
<b>d) Telephone:</b> _____ <b>e) Fax:</b> _____ <b>f) Email:</b> _____

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 Telephone Number

**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 designate): 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 847-1600.