

Rental Request Form

Applicant Name: _____
 Event Name/Description: _____
 Date & Time: _____
 Address: _____
 Phone: _____
 Email: _____
 Anticipated Attendance: _____

For Pavilion Rentals, please book online at <https://app.univerusrec.com/ingersollcspub/facilities/>

Parks
Ball Diamond(s): <i>(Please specify what diamond you are interested in)</i>

Fusion Youth Centre	
Gym	
Lounge	
Art Room	
Boardroom	
Recording Studio	
Kitchen	

Victoria Park Community Centre	
Pool Rental	
Meeting Room	

Ingersoll District Memorial Arena	
Ice Rental	
Summer Floor Rental	
Auditorium	

Additional Comments/Notes? _____

Please submit all rental requests in advance as processing may take 1 – 2 weeks.
 For all Fusion Rental Requests, please submit completed application to:
 Craig Boddy, Manager, Fusion Youth Centre
cboddy@ingersoll.ca (519) 425-4386 x 6280
 For all other rental requests, please submit completed application to:
 Michelle McIntosh, Patron and Administration Supervisor
Michelle.McIntosh@ingersoll.ca 519-425-1181 x 6261

<i>Internal Use Only</i>
<i>Manager/Supervisor Signature:</i> _____
<i>Date:</i> _____
<i>Signature of Inputting Staff:</i> _____
<i>Univerus Invoice Number:</i> _____