



## Town of Ingersoll Special Events, Facility Rentals, Swim Meets and Tournament Request Form



**STEP ONE:** Submit this request form **two months prior** to your event to Kyle Stefanovic at 355 Wellington Street, Ingersoll, ON N5C 1T2 or [kyle.stefanovic@ingersoll.ca](mailto:kyle.stefanovic@ingersoll.ca)

Please include with your submission a **letter of intent** describing your event in detail as well as a comprehensive **list of all vendors** participating (food and non-food) with contact information for each vendor.

**STEP TWO:** The Community Services Coordinator will contact you with the necessary documentation to be filled out depending on what the event entails to ensure appropriate coordination of departments. You have until **two weeks prior** to your event to get all required documentation in to the Community Services Coordinator, failure to do so could result in the **cancellation** of your event.

Event Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number & Email: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

- |  |     |    |
|--|-----|----|
| A) Is there alcohol present at this event?   | Yes | No |
| B) Will there be food present at this event?   | Yes | No |
| C) Does this event require a road/parking space closure?   | Yes | No |
| D) Will this event run past 10pm or earlier than 7am?  | Yes | No |
| E) Will this event require a tent or mobile structures? (of any size*)   | Yes | No |
| F) Will this event require promotional signage or street banner downtown?  | Yes | No |
| G) Does this event require special event/tournament items from Parks?<br>(picnic tables, tables, chairs, garbage cans, etc.) | Yes | No |
| H) Does this event require equipment from Fusion?<br>(sound system, camera, etc.)  | Yes | No |
| I) Will this event have fireworks?   | Yes | No |

**Additional Notes:**

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**\*PLEASE NOTE All equipment/structures brought onto Town property require director/Town council approval. Failure to obtain approval may result in the immediate removal of the equipment/structure from Town Property.**