

## 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 Facilities/Parks Supervisor 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 Facilities/Parks Supervisor, failure to do so could result in the **cancellation** of your event.

Event Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_  
 Contact 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? (picnic tables, tables, chairs, garbage cans, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_  
 H) Does this event require equipment from Fusion? (sound system, camera, etc.)  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 I) Will this event have fireworks? Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*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.