



Town of Ingersoll Special Event/Tournament – Request Form

Submit two months prior to your Special Event/Tournament to:
Town of Ingersoll, Parks & Recreation Department
Attention: Bonnie Ward, Director
355 Wellington Street
Ingersoll, ON
N5C 1T2
519-425-1181

Purpose of Request Form: The purpose of this Special Event/Tournament Request Form is to assist the organizers of community special events/tournaments in obtaining the necessary approvals from the Town of Ingersoll i.e. permission to have Special Occasion Permits, Noise By-Law Exemptions, Approval for Road Closures etc. This form also outlines equipment and services offered to event organizers from the Parks and Public Works Department.

Special Event Name: KIWANIS HOT DOG DAY
 Contact Person: PAUL O'HALLORAN
 Address: 120 FRANCES Postal Code: N5C 2H3
 Email address: paul@ohalloran.ca Telephone: 419 (H) 485-6533 (W)
 (C) _____

Special Event / Tournament Information

Special Event – Date (s)	Special Event – Time (s)	Special Event – Location (s)
<u>AUG 21 / 09</u>	<u>10 AM - 2 PM</u>	<u>THAMES ST BASE B0</u>
	If your event operates after 10:00 pm, you will require an exemption from the Town of Ingersoll's Noise By-Law	Are you using a Town of Ingersoll facility or park? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Have you booked and received a booking confirmation? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>

EVENT IS PART OF TOWN'S
HARVEST FESTIVAL

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Special Event/Tournament Items Available Through Public Works Department

Barricades

REQUIRE 2 PARKING SPOTS TO BE
BLOCKED OFF
Available - 12 # Required _____

Special Instructions:

- o All barricades are to be picked up and returned to the Public Works Yard during regular business hours.
- o All costs for damages to the barricades will be paid by the user group.
- o Barricades will not be used as a means of traffic control on any public road allowances unless first approved by the Public Works Superintendent or his designate.

Snow Fence and Posts

Available - 5 - 100' rolls of fence # Required _____
- 55 -6' posts # Required _____

Special Instructions:

- o All fence and posts are to be picked up at the Public Works during regular working hours.
- o All costs for damages to the fence and posts will be paid by the user group.
- o Utility locates are required before any posts are installed.
- o Arrangements for a post pounder from the Public Works may be arranged when available. (Fence will not be available between November 1st and April 30th.)

Note: User groups are required to obtain utility locates before installing any posts. Locates should be arranged 2-3 weeks prior to the event with Ontario Once Call Cente.

Road Closures

Special Instructions:

- *Before any road closures are set out by the Public Works they must first be approved by Council.
- *Before any road closures are set out by the Public Works there must be one user group representative take specific training at the Public Works on how to setup and take down the closure.
- *Safety Vests must be worn by all individuals setting up and taking down the closure.
- *Signs must be returned to the same location when taking down the closure.
- *All costs for damages to the signs and standards will be paid for by the user group.
- *Roads will only be closed for the time requested and approved by Council.
- *If requested Public Works will set out and take down the closure for a fee.
- *The user group will be required to sign a work order to cover Public Works staff overtime costs. These costs will be billed directly to the group.

For costing of this service please contact John Phillips, Director of Public Works at 519-485-2931.

Extra Equipment Available- Fusion Youth Centre

To make arrangements for extra equipment from the Fusion Youth Activity Centre, please call Janet Veale at 519-485-4386.

****Fusion Youth Centre Sound System**** (Basic System) \$99/day rental
Includes Mic, Mic Stand & Cable, Two Speakers and Sound Board

****Video Camera Operator ****\$75/day rental - Includes videographer for your event and all footage placed on DVD. Video Design and editing can be done at an extra cost.

****Camera/Photographer**** \$50/day rental - Includes a photographer for your event and all pictures placed on a CD. Photo editing and design services at an extra cost.

Popcorn Machine \$50/day rental - Popcorn supplies not included.

****These events require a staff member present to run all equipment, there is an extra charge of \$25/hr. staff cost****

Friendly Reminder – Have you arranged or contacted?

- * "Johnny on the spots" & Hand Washing Stations
- * Liability Insurance Coverage
- * Ingersoll OPP
- * St. John Ambulance
- * Oxford Board of Health
- *Utility Locates
- * Dumpster for Extra Garbage Collection
- * Special Occasion Permits
- * Oxford EMS
- * Ingersoll Fire Department
- *Sip Servers

Marketing/Promotion/Town Website

The Town of Ingersoll publishes and distributes a variety of special event promotional/marketing materials throughout the year i.e. Visitor Guides, Newspaper Ads, Mayor's Newsletter, Posters, Here in Ingersoll Magazine, Town Website etc.

The Town of Ingersoll will help promote your Special Event whenever possible. Please provide us with detailed event information to be used in the various promotional materials. ie. Event description, Special Features, Prices, Ticket Locations, Website etc.

Event Detail: MIWANIS HOT DOG DAY
FREE Hot Dogs & Pop
THAMES ST. GAZEBO 11:30 AM To 1:30 PM
DONATIONS WELCOMED FOR THE SCHOOL
BREAKFAST PROGRAM
WE WILL BE HANDING OUT OVER 1000 HOT DOGS