



**Park Place Theatre
88 Thames St. S., Ingersoll**

28 April 2010

Attention: Elaine Clark

Town of Ingersoll

Dear Ms Clark:

ITOPA (Ingersoll Theatre of Performing Arts) is hosting Western Ontario Drama Leagues Mini Fest July 23 and 24th 2010.

We anticipate approximately 100 visitors from various parts of Ontario. These events are open to the public.

We wish to ask the town to declare this function a community festival.

Thank you for your assistant.

Sharon Ellery
Board of Directors for ITOPA