



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: _____

Contact Person: _____

Address: _____ **Postal Code:** _____

Email address: _____ **Telephone:** _____ (H) _____ (W) _____
 (C) _____

Special Event / Tournament Information

Special Event – Date (s)	Special Event – Time (s)	Special Event – Location (s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	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 type="checkbox"/> No <input type="checkbox"/> Have you booked and received a booking confirmation? Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you require Council approval for a “Special Occasion Permit”?

Yes No

If yes, please complete:

Event Location (s) _____

Event Date (s) _____

Event Time (s) _____

Do you require a “Road Closure”?

Yes No

If yes, please complete:

Street(s) to be closed: _____

Date(s) & Time (s): _____

(See Page 3 for Road Closures Special Instructions)

Note: If you are applying for a ‘Special Occasion Permit’ or a ‘Road Closure’ you need to provide the Town with proof of insurance, satisfactory to the Town with the Town named. Proof of insurance must be filed with the Clerk’s Department.

Will your event run past 10pm or earlier than 7am?

(Town Streets, Parks used before 7am or after 10:00 pm require “Noise By-Law Exemptions)

Yes No

If yes, please complete:

Event Date (s) _____

Event Time (s) _____

Event Location (s) _____

Will you be erecting a tent or large sign at your event?

Yes No

If yes, the Town of Ingersoll requires you to obtain a “Tent & Sign Permit”. Please contact the Chief Building Official, Don Johnson at 519-485-0120 or drop in to see him at Town Office, 130 Oxford Street, Ingersoll 2nd Floor. Permit application are also available on the town’s website at (www.ingersoll.ca)

Will you be erecting a “Street Banner” downtown?

Yes No

If yes, The Town of Ingersoll requires you to fill out a separate “Street Banner Application” Please contact the Clerk’s Department at 519-485-0120 or find the application form on the Town Website (www.ingersoll.ca)

Special Event/Tournament Items Available Through Public Works Department

Barricades

Available – 12

Required _____

Special Instructions:

- All barricades are to be picked up and returned to the Public Works Yard during regular business hours.
- All costs for damages to the barricades will be paid by the user group.
- 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
- 55 -6' posts

Required _____

Required _____

Special Instructions:

- All fence and posts are to be picked up at the Public Works during regular working hours.
- All costs for damages to the fence and posts will be paid by the user group.
- Utility locates are required before any posts are installed.
- 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.

Special Event/ Tournament Items Provided by Parks Department

Item and Quantity Available	# Required	Location Please indicate the specific drop-off location
Picnic Tables – 50		
Wood Tables - 74		
Plastic Stacking Chairs- 210		
Garbage Cans- 15		
Recycling Containers - 4		
Spectator Bleachers- 6		

Current Service Level for Garbage Containers: Parks Staff only supply garbage bags for event. The garbage pails will be emptied the next working day. If you require Parks Staff to empty garbage pails every hour at your event there is a cost of \$14/hr.

Do you require this extra service?

Yes No

If yes, please complete

Date(s): _____

Location (s): _____

of Hours/Times Required: _____

Do you require the use of Public Washrooms in our local Parks or Carr’s Walkway (downtown) for your event? Yes No

If yes, please complete:

Public Washroom Required: _____

Event Date (s) _____

Event Time (s) _____

Current Service Level for Use of Public Washrooms: The Town only opens and closes the washrooms and provides washroom supplies. If you require Parks Staff to clean the washrooms during your event the cost is a \$14/hr.

Do you require washrooms to be cleaned by Town Staff? (Washrooms checked and cleaned every hour)

Yes No

If yes, please complete:

Public Washroom: _____

Date(s): _____

Number of Hours /Time Required: _____

Current Level of Service for Picking up Tables and Chairs: Parks Staff pick up tables and chairs the next working day after your event. If you require the tables and chairs picked up after your event the extra charge is \$14/hr. (per staff) (2 staff required- min. 3 hours.)

Do you Require this Service?

Yes No

Does your Event Require the use of:

Hydro Yes No Location: _____

Water Yes No Location: _____

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: _____

