

Rental Request Form

Name/Description of Event: _____

Contact Name: _____

Contract Address: _____

Contact Number & Email: _____

Date(s) & Time(s): _____

Anticipated Attendance: _____

Room Requested:

- | | | |
|---|---|--|
| <input type="checkbox"/> Fusion - Kitchen | <input type="checkbox"/> Fusion - Art Room | <input type="checkbox"/> VPCC – Squash Court 1 |
| <input type="checkbox"/> Fusion – Boardroom
(SureStart room) | <input type="checkbox"/> Fusion - Tech Centre | <input type="checkbox"/> VPCC – Squash Court 2 |
| <input type="checkbox"/> Fusion - iMac Lab | <input type="checkbox"/> VPCC – Pool | <input type="checkbox"/> Arena – Ice / Arena Floor |
| <input type="checkbox"/> Fusion - Gym | <input type="checkbox"/> VPCC – Meeting Room | <input type="checkbox"/> Arena – Auditorium |
| <input type="checkbox"/> Fusion - Recording
Studio | <input type="checkbox"/> VPCC – Boardroom | <input type="checkbox"/> Park: _____ |
| <input type="checkbox"/> Fusion - Lounge | <input type="checkbox"/> Ball Diamond ; Please list requested diamonds: _____

_____ | |

REFUND/CANCELLATION POLICY: Private facility bookings with at least 48 hours’ notice of a cancellation are entitled to a refund. Patrons with private bookings are responsible for payment of the booking with less than 48 hours’ notice, unless the space or time slot can be sold in another booking.

PLEASE NOTE: All renter must provide proof of insurance (minimum \$5 million dollar Commercial General Liability or Homeowners Liability) listing the Town as an additional insured **OR** pay for Facility User Group Insurance provided and administered through Frank Cowan Insurance, The Town of Ingersoll’s insurance provider. This Facility User Group Insurance is an added cost in addition to the rental fee.

Department Managers will follow up with confirmation of your request. Please return form to:

Craig Boddy - Manager, Fusion Youth Centre
T: 519-425-4386 M: 519-520-3644 E: cboddy@ingersoll.ca

Nancy Nadalin – Recreation Manager, Victoria Park Community Centre
T: 519-425-1181 M: 519-532-3250 E: nnadalin@ingersoll.ca

Amy Nelder – Aquatics Manager, Victoria Park Community Centre
T: 519-425-1181 M: 519-532-3622 E: amy.nelder@ingersoll.ca

Darryl Capern – Parks Manager/ Ball Diamonds
T: 519-485-3774 M: 519-533-2482 E: dcapern@ingersoll.ca

Joe Sym – Manager, Facility Operations/Arena
T: 519-485-5023 M: 519-200-4227 E: joe.sym@ingersoll.ca

Internal Use Only

Managers Signature:

Date: _____

Staff Name & Signature Once Input Into Book King:

Invoice Number: _____