



Town of Ingersoll Special Events, Facility Rentals, Swim Meets and Tournament Request Form



STEP ONE: Submit this request form **two months prior** to your event to:
 Town of Ingersoll, Community Services Department Attn: Kyle Stefanovic
 355 Wellington Street, Ingersoll, ON N5C 1T2

STEP TWO: The Community Services Coordinator 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 Community Services Coordinator, failure to do so could result in the **cancellation** of your event.

Event Name: _____

Contact Name: _____

Contact Address: _____

Contact Phone Number & Email: _____

Date(s) and Time(s) of Event: _____

Facility Requested: _____

Anticipated Attendance: _____

- | | | |
|--|-----|----|
| A) Is there alcohol present at this event? | Yes | No |
| B) 1) Will there be vendors catering/serving food at this event? | Yes | No |
| 2) Will there be a food wagon/cart present at your 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 large sign? | Yes | No |
| F) Will this event require a 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.**