



at the  
**Ritacco Center**

1245 Old Freehold Road • Toms River, NJ 08753  
732-818-8536 • [www.ritaccocenter.com](http://www.ritaccocenter.com)

### Venue Rental Inquiry Form

Thank you for helping us to gather accurate and vital information related to your event. This form is divided into three sections. The first, which should take about five minutes to fill out, is devoted to information about your organization. The second section is additional information which we'd like to gather about your specific proposed event. The third section relates to past venue experiences for your proposed events. If you have more than one venue, please fill out a form for each. Should you have any questions or concerns please don't hesitate to call us at: (732) 818-8548.

Title of Event	
Date/Time Desired	
Sponsoring Organization/Client	
Profit or Non-Profit	
Contact Person	
Address City State	
Phone Email	
Description of Event Anticipated Attendance	
Will any staging or video boards and/or sound be required? (If so please provide all specifications as separate attachment)	
Will online and on-site ticketing for this event be required?	
Name and location of auditoriums, arenas and/or halls which have been previously leased by Applicants, including dates, contacts and phone numbers	

Please complete and submit this form by fax to:

Poland Spring Arena at the Ritacco Center  
c/o Toms River Regional Schools  
1144 Hooper Avenue, Suite 210  
Toms River, NJ 08753  
Fax: 732-557-4231