

## Request for Security / Gregory Police Department

Name (LESSEE) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Event Start Time \_\_\_\_\_ AM/PM Event End Time \_\_\_\_\_ AM/PM

Type of Event  Wedding  Dance  Private Party / Banquet  Other - Specify \_\_\_\_\_

How many guests do you anticipate? \_\_\_\_\_

Will guests be allowed to bring alcohol?  Yes  No

Will alcohol be served?  Yes  No

### SECURITY REQUIREMENTS

This form is to be filled out and returned NO LATER than 3 weeks prior to the rental date. This form must be returned to the Reservations Manager of the event. The *LESSEE* is responsible for employing the required number of off-duty Gregory Police Officers for security. (Please note: Officers must be present 30 minutes prior to and after event time)

**\*\*\*LESSEE will make payment directly to the officer(s) prior to the start of the event.\*\*\***

(CASH ONLY)

<u>REQUIRED NUMBER OF POLICE OFFICERS</u>			
<u>NUMBER OF GUESTS</u>	<u>1-50</u>	<u>51-300</u>	<u>301+</u>
With Alcohol	1	2	3
Without Alcohol	0	1	2

  

<u>SECURITY COST WORKSHEET</u>			
SECURITY START TIME _____ AM/PM		SECURITY END TIME _____ AM/PM	
TOTAL SECURITY HOURS _____ (INCLUDE ½ HOUR BEFORE AND AFTER EVENT)			
_____ X	_____ X	=	_____
NUMBER OF OFFICERS	HOURLY RATE	TOTAL SECURITY HOURS	TOTAL SECURITY COST

*I have read and understand the SECURITY REQUIREMENTS above and accept full financial responsibility for employing off-duty Gregory Police Officers. I have read and answered the alcohol related questions. I understand the presence of alcohol at a non-alcohol event, any underage consumption of alcohol or any disturbances will result in the immediate cancellation of the event and loss of all fees.*

*\*The Chief of Police or his representative reserves the right to amend these requirements when, in his/her opinion, the nature of the event creates a need for additional security.*

LESSEE'S PRINTED NAME \_\_\_\_\_

LESSEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_