**Request for Security / Gregory Police Department**

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

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

**Date of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Start Time \_\_\_\_\_ AM/PM - End Time \_\_\_\_\_\_\_AM/PM**

**Type of Event Wedding Dance Private Party / Banquet Other – Specify**

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

**NO ALCOHOL ALLOWED**

**SECURITY REQUIREMENTS**

**This form must be filled out and returned NO LATER than 3 weeks before 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)**

**REQUIRED NUMBER OF POLICE OFFICERS**

**NUMBER OF GUESTS 1-50 51-100 (Max occupancy)**

**NUMBER OF OFFICERS 1 2**

**SECURITY COST WORKSHEET – filled out by renter**

**SECURITY START TIME\_\_\_\_\_\_\_\_AM/PM SECURITY END TIME \_\_\_\_\_\_\_\_AM/PM**

**TOTAL SECURITY HOURS \_\_\_\_\_\_ (INCLUDE ½ HOUR BEFORE AND AFTER EVENT)**

**\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_$45\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NUMBER OF OFFICERS HOURLY RATE TOTAL SECURITY HOURS TOTAL SECURITY COST**

***I have read and understood 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 that 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 \_\_\_\_\_\_\_\_\_\_**