



PALM BEACH GARDENS POLICE DEPARTMENT

“COMMITTED TO PROFESSIONAL EXCELLENCE”

REQUEST AND AGREEMENT FOR THE PURCHASE OF POLICE SERVICES

RATES: PER HOUR FOR EACH OFFICER*\$47.00
 PER HOUR FOR EACH SERGEANT*\$52.00
 PER HOUR FOR EACH VEHICLE\$ 4.00

** A three hour minimum per officer is required*

HOLIDAYS & SPECIAL DAYS:

AN ADDITIONAL \$5.00 PER HOUR WILL BE CHARGED ON THE FOLLOWING HOLIDAYS AND SPECIAL DAYS:

- SUPERBOWL SUNDAY
- EASTER
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- THANKSGIVING DAY
- CHRISTMAS EVE
- CHRISTMAS DAY
- NEW YEAR’S EVE

NOTE: 5-9 OFFICERS – REQUIRES ONE (1) SERGEANT / 10-14 OFFICERS – REQUIRES TWO (2) SERGEANTS

APPLICANT INFORMATION:

APPLICANT NAME: _____ DATE OF REQUEST: _____

PHONE #: _____ FAX #: _____ E-MAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EVENT INFORMATION:

EVENT NAME: _____ EVENT DATE: _____

LOCATION: _____

NUMBER OF OFFICERS REQUESTED: _____ MARKED PATROL VEHICLE REQUIRED: YES / NO

TYPE OF SERVICE: ONE TIME EVENT ONGOING SERVICE

STARTING DATE: _____ TIME: _____ ENDING DATE: _____ TIME: _____

(For ongoing service, please use table to show days and times requested per week)

<input type="checkbox"/> SUNDAY	<input type="checkbox"/> MONDAY	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> THURSDAY	<input type="checkbox"/> FRIDAY	<input type="checkbox"/> SATURDAY
FROM:	FROM:	FROM:	FROM:	FROM:	FROM:	FROM:
TO:	TO:	TO:	TO:	TO:	TO:	TO:

NUMBER OF ATTENDEES: _____ WILL ALCOHOLIC BEVERAGES BE SERVED? YES / NO

OCCUPATIONAL LICENSE #: _____ SPECIAL EVENT PERMIT #: _____

IS THIS A GRAND OPENING? YES / NO CERTIFICATE OF OCCUPANCY PROVIDED? YES / NO

IS THE OFFICER REQUIRED TO CHECK IN UPON ARRIVAL? YES / NO

IF YES, NAME OF CONTACT PERSON: _____ PHONE NO.: _____

SERVICES REQUESTED / SPECIFIC RESPONSIBILITIES / COMMENTS: _____

_____ OFFICERS	@ \$47.00 PER HOUR FOR	_____ HOURS EACH =	\$ _____
_____ SERGEANTS	@ \$52.00 PER HOUR FOR	_____ HOURS EACH =	\$ _____
_____ VEHICLES	@ \$ 4.00 PER HOUR FOR	_____ HOURS EACH =	\$ _____
TOTAL AMOUNT			\$ _____
TOTAL AMOUNT PER WEEK			\$ _____
<i>(for ongoing services only)</i>			\$ _____

- A. Application should be received at least 48 hours prior to the scheduled event.
- B. Cancellation of the request must be made in writing 24 hours before the scheduled starting time otherwise the three-hour minimum will apply. Once an officer reports for a scheduled detail, he/she will be compensated in full, regardless if the vendor chooses to release them before the end of the shift. Therefore, the vendor will be billed for all scheduled hours.
- C. The City of Palm Beach Gardens shall have the right to recover from the requesting organization all costs of collection of any unpaid bill, including reasonable attorney fees.
- D. Call the extra duty detail coordinator 48 hours prior to the detail to check on staffing. In the event the coordinator is unavailable, contact the Police Department directly at 561-799-4445.
- E. Payment is required by check or money order upon receipt of invoice.
- F. Out of state vendors **MUST** prepay all police services requested.
- G. No cash accepted.
- H. Send remittance to:
 - City of Palm Beach Gardens
 - Attention: Finance Department**
 - 10500 North Military Trail
 - Palm Beach Gardens, FL 33410
 - Please include invoice no. on check.*

CONTACT INFORMATION:

EXTRA DUTY DETAILS COORDINATOR 561-799-4522

Please fax completed request to 561-799-4408 or email to extraduty@pbgfl.com.

BILLING INFORMATION:

SEND BILL TO: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

E-MAIL: _____ MAY WE E-MAIL YOUR INVOICE? YES / NO

PHONE NO.: _____ FAX NO.: _____

ACCOUNTS PAYABLE REPRESENTATIVE: _____

PHONE NO.: _____ FAX NO.: _____

APPLICANT'S SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____