



GLASTONBURY POLICE DEPARTMENT
REQUEST AND AGREEMENT FOR PURCHASE OF POLICE SERVICES

P.O. Box 535 2108 Main Street Glastonbury, CT 06033



Please review the following agreement and complete the form below

Event Name: _____ Date Request Received: _____

A. The fee for Police Services, for each individual officer, is \$93.00 per hour for a minimum of 8 hours for Construction Traffic. Assignments over 8 hours will be billed in 4 hour increments. All other duty requests will be \$93.00 per hour for a minimum of 4 hours. If a cruiser is requested or deemed necessary by G.P.D, the rate will increase \$10.00 an hour to \$103.00. If a supervisor is required, the rate of pay will be \$135.50 per hour.

B. Cancellation must be received at least one hour before the start time of the event by calling the Police Department. Otherwise the minimum hour charges will apply. If the event is cancelled, the individual calling to cancel must note the name of the person he/she spoke to at the Police Department. If there is a dispute regarding if or when a job was cancelled and the requesting party is unable to provide Information on who and when contact was made at the department, they will be required to pay the minimum charges.

C. In accordance with Section 7-284 of the General Statutes, the Chief of Police or his authorized representative, may require the hiring of additional personnel for the event. The expense will be borne by the individual or organization/ company sponsoring the event.

D. Payment for all such fees and expenses shall be made within fifteen (15) days of the bill. The town reserves the right to require a prepayment for services. The prepayment will be for the minimum hours as stated in paragraph A. If prepayment is not received, The Chief of Police or his designee may direct the event to be cancelled. The Town of Glastonbury shall have the right to recover from the requesting organization all cost of collection of any unpaid bill, including reasonable attorney (s) fees.

E. Event sponsored staff will be responsible for the purchasing and posting of "No Parking" signs if deemed necessary by the Glastonbury Police Department. The signs must be posted no later than 3:00 pm on the day before the event.

I/We understand and agree to the terms above: _____
Signature of Requestor Date

Event Information:

Requestor Name: _____ Company Name: _____
Billing Address:
 Street _____ Town _____ State _____ Zip _____
 Requestor's Contact Phone Number: *(Required)* _____

Location/Address of the Event: _____
 Date of Event: _____ Type of Event: _____
 Anticipated Attendance: _____ Start Time: _____ End Time: _____

Request Information: (Please check all that apply)

Traffic Crowd Control Security Number of Officers: _____ Number of Cruisers: _____ N/A

Police Department Use Only

Your application request dated _____ <input type="checkbox"/> HAS Been Approved <input type="checkbox"/> HAS NOT Been Approved <input type="checkbox"/> Posting Required <input type="checkbox"/> NO Posting Required	Your request has been modified to require: Additional Officers: _____ <input type="checkbox"/> N/A Additional Supervisors: _____ <input type="checkbox"/> N/A Additional Cruisers: _____ <input type="checkbox"/> N/A
_____ <i>Approved By G.O. 22-8 Authorized Agent Date</i>	