



The University of West Indies, Mona Campus
 Office of the Director of Security
 Tel#: 970-6698/970-6700/Ext. 3700/3698, Fax#: 927-1220
 Email: security.director@uwimona.edu.jm

FOR EXTERNAL ENTITIES ONLY

Police /Security Services Request Form

Application for Police Security Services related to Special Events held on or around the Campus should be routed through The Office of the Director of Security at least 2 weeks prior to the event.

1 Last Name First Name M.I.

2 Business Mailing Address

3 Business Phone Number 4. Cell Phone Number 5. Email Address

Event Information

6 Organizing Group 7 Name of Event

8 Contact Person During Event 9. Cell Phone Number 10. E-mail address

11 Type of Event 12 Site of Event

13 Date of event 14. Scheduled start time 15. Scheduled end time

16 Estimated Attendance 17 Duration that security will be required.

18 Is it likely that alcohol may be consumed? Yes No 19. Will Cash be collected on Site? Yes No

20 If outside, has an alternate location been identified and approved? Yes No 21. If YES, please state?

AGREEMENT

22 *I understand that a cancellation must be made at least 24 hours before the event. If no cancellation is received I, the undersigned event Representative will be held financially responsible for paying three hour minimum charge for every person assigned to work during an event. Situations which require additional personnel may result in additional cost. The balance is due in full upon receipt of the invoice.*

23 Signature 24. Date

For internal use only

25	Number of Police Officers Recommended	26. Number of Security Officers Recommended	27. Number of Campus Police Officers Recommended
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Estimate Cost:	Estimated Cost:	Estimated Cost:
<input type="text"/>	<input type="text"/>	<input type="text"/>

28 Approved by: 29 Date:

30 PAYMENT - All payments must be made prior to the event

Please find attached rate sheet.