



# ACKNOWLEDEMENT OF SECURITY REQUEST REQUIREMENTS

**PLEASE READ CAREFULLY BEFORE INITIALING EACH SECTION AND SIGNING**

## 1. GENERAL PROVISIONS: \_\_\_\_\_

- Request forms must be completed in full and submitted to the Pilot Point Police Department with a completed and signed Acknowledgment of Security Request Requirements (this form). Incomplete requests will not be considered.
- Requests must be submitted to the Department no less than 21 days prior to the date of your event to allow the Department sufficient time to review your request and assign an officer(s), once approved. Please note that officer availability is subject to several different factors and the Department may not be able to accommodate every request.
- If your event includes alcohol, all alcohol must be inside the venue prior to the officer's arrival. Alcohol may not be removed or brought into the venue during the event. No open containers are allowed outside the event venue.
- Any changes to the security request or cancellations must be submitted in writing to the Department no later than 96 hours prior to the event for review and approval. If a request for cancellation is submitted 48 hours or less prior to the event, you will still be responsible for paying the officer(s) the originally agreed upon amount.

## 2. NUMBER OF OFFICERS REQUIRED: \_\_\_\_\_

- The Pilot Point Police Department will review your request to determine how many officers will be required to work your event. Factors such as the number of expected attendees and if alcohol will be served will be considered. If it is determined that it is necessary to have more than one officer present at your event, each officer will receive the hourly rate (see below for more information regarding the hourly rate).

## 3. HOURLY RATE: \_\_\_\_\_

- The hourly rate for off duty Pilot Point Police Officers working security for your event is \$65.00 per hour, per officer, with a required four (4) hour minimum. Payment must be made in cash at the end of your event and must be given directly to the officer(s). Exceptions in the hourly rate are detailed below.
- If your event falls on a major holiday (i.e. New Years Eve, Thanksgiving, Christmas, etc.), a premium rate of \$100.00 per hour, per officer will be due.
- If your request is made less than 21 days prior to the date of the event, a premium rate of \$100.00 per hour, per officer will be due.
- If the officer is released prior to the end time listed on the request, you will still be responsible for paying the officer(s) for the entire originally agreed upon amount.
- If circumstances require or you request the officer(s) to stay past the originally agreed upon end time, you must pay the hourly rate per officer for the duration. The additional hourly rate begins at 15 minutes past the time the event was scheduled to end.

### PILOT POINT POLICE DEPARTMENT



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\*If scheduling an event at Point Bank Community Center, please note that this venue requires an officer be present until 12:00 am and you will need to include that in your requested time.

If you have questions, concerns or need to make changes to your request, please contact the Pilot Point Police Department by phone at 940-686-2969 or by email at [info@pilotpointpolice.org](mailto:info@pilotpointpolice.org).

By signing this acknowledgement, I understand that I am entering into a binding agreement between myself and the Pilot Point Police Department off duty Officer or Officers assigned to my event.

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Signature of Event Holder/Requestor

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Date

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Printed Name of Event Holder/Requestor

**PILOT POINT POLICE DEPARTMENT**

1797 N. WASHINGTON ST, PILOT POINT, TX 76258 || 940-686-2969 · [info@pilotpointpolice.org](mailto:info@pilotpointpolice.org)



# SECURITY REQUEST

Date Request Received: \_\_\_\_\_

## EVENT INFORMATION

Event Location: \_\_\_\_\_

Event Type: \_\_\_\_\_ Will Alcohol Be Served? \_\_\_\_\_ Yes \_\_\_\_\_ No

Estimated Attendance: \_\_\_\_\_ Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Event Start Time: \_\_\_\_\_

Number of Officers Required: \_\_\_\_\_\* Event End Time: \_\_\_\_\_

**\*NOTE – THIS WILL BE DETERMINED BY THE PILOT POINT POLICE DEPARTMENT ONLY!**

## REQUESTOR INFORMATION

Name of Person Requesting Event Security: \_\_\_\_\_

Requestor Address: \_\_\_\_\_

Requestor Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## FOR PILOT POINT POLICE DEPARTMENT OFFICE USE ONLY

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Due: \_\_\_\_\_ Approved By: \_\_\_\_\_

Date Emailed to Distribution: \_\_\_\_\_ Email Sent By: \_\_\_\_\_

Officer(s) Assigned: \_\_\_\_\_

Request Control Number: \_\_\_\_\_

### PILOT POINT POLICE DEPARTMENT