



GANANOQUE POLICE SERVICE

www.gananoquepoliceservice.com

340 Herbert Street Gananoque, ON K7G 1R1 Office: 613-382-4422 Fax: 613-382-7167

Pay Duty Services Contract

Your Contact Information

| | | |
|-----------------------------|------------|--|
| Name of Main Contact Person | | Organization |
| Mailing Address | | |
| Telephone Number | Fax Number | Cell Phone Number |
| E-Mail Address | | Event Cell / Phone Number & Contact Name |

Event Information

| | | |
|---|---------------|------------------------------|
| Date(s) | Type of Event | Will Liquor and Beer Be Sold |
| Location of Event (street address - park - arena - venue) | | |

| | | |
|----------------------------|------------|----------|
| Number of Persons Expected | Start Time | End Time |
|----------------------------|------------|----------|

Officers & Vehicles Requested (licenced events and high school dances require a minimum of 2 Police Officers)

| | | |
|------------------------------|--|---------------------------------|
| Number of Officers Requested | Number of Hours Required (Minimum 3 Hours) | Duties Expected to be Performed |
| Number of Vehicles Requested | Number of Hours Required (Minimum 3 Hours) | Purpose of Vehicle |

Cost Structure (Constables Pay @ overtime rate, 30% admin charge, 13% HST = \$86.00 / hour)

| | | |
|---|---|-------|
| Police Officer (minimum 3 hours) \$88.00/hour | Police Vehicle (minimum 3 hours) \$28.25/hour | Other |
| Police Officer (minimum 3 hours) \$264.00 | Police Vehicle (minimum 3 hours) \$84.75 | Other |

Gananoque Police Service Use Only

| | | |
|---|----------------------------------|--|
| Request Received By: | Date: | Posted For Member Reply |
| Approved By Chief or Chief's Designate: (Name & Rank) | | Date: |
| Officer Assigned: | Officer Assigned: | Officer Assigned: |
| Cost (not including extra hours): | Date & Type of Payment Received: | Payment Forwarded to Town of Gananoque |
| Extra Hours: | Cost: | Invoice Sent On: |
| Payment Received: | Status Of File: | Payment Forwarded to Town of Gananoque |

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|----------|
| Remarks: |
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Terms of Service for Pay Duty

1. Pay Duty Services are available within the Town of Gananoque.
2. Pay Duty Officer(s) are uniformed.
3. Make cheque payable to the Town of Gananoque. REF: PAY DUTY SERVICE & DATE
4. The minimum hours available to book a Pay Duty Officer(s) or vehicle(s) is three (3) hours.
5. The rate for a Pay Duty Officer is \$88.00 per hour per Officer and \$28.25 per hour per vehicle. Canadian Funds. (Constables Pay @ overtime rate, 30% admin charge, 13% HST = \$88.00 / hour)
6. Payment for Pay Duty Service may be made at the Gananoque Town Hall during regular business hours by cash, cheque or debit. Payment can also be made at the Emergency Services Building by cash or cheque during regular business hours.
7. Officer(s) will not accept cash payments or cash payments for extra hours. In the event extra hours are required the Chief of Police or Designate must authorize the extra hours.
8. Any extra time beyond the end time agreed will be billed to the person, organization or corporation and the invoice is due upon receipt.
9. Cancellation must be received in writing 72 hours prior to the event. If cancellation is not received 72 hours prior to the event you agree to pay a minimum of three (3) hours for each officer and vehicle requested.
10. The Gananoque Police Service nor it's Officer(s) will not be responsible for stolen items or monies and the person binding this agreement and or the organization and or corporation waives all rights to any claims whatsoever against the Gananoque Police Services Board, the Gananoque Police Service, it's Officers or the Corporation of the Town of Gananoque.
11. Officers will not transport or handle monies or items of value, but may provide an escort upon request.
12. No alterations to this agreement are permitted without the prior signed approval of the Chief of Police or Chief's Designate and must be attached to this document and titled ADDENDUM 1 TO TERMS OF SERVICE FOR PAY DUTY and signed by the person with authority to be bound and or bind the organization and or corporation and the Chief or the Chief's Designate.
13. The Chief of Police or Designate may add additional terms to this agreement before acceptance is granted by the Gananoque Police Service.
14. The person signing this agreement has the authority to accept and be bound or bind the organization and or corporation to the terms and conditions of this agreement.

It is understood that my signature below acknowledges that I have read and understood the Pay Duty Service Agreement and Terms contained in this agreement and I have the authority to be bound and or bind the organization and or corporation to this agreement.

| | |
|-------------------------|-------------------------------------|
| Name & Title | Organization or Corporation: |
| Signature | Date: |

| | | | | | |
|--------------------------|--------------------------|---------------------|--------------------------|--------------------------|------------------------|
| Yes | No | | Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | ADDENDUM 1 ATTACHED | <input type="checkbox"/> | <input type="checkbox"/> | ADDITIONAL TERMS ADDED |

Personal information on this form is collected under the Municipal Freedom of Information Protection or Personal Information Act and will be used for the effective administration of the Pay Duty Service. Questions about the collection of this information should be forwarded to the Chief of the Gananoque Police Service 340 Herbert Street, Gananoque, ON K7G 1R1 Tel: 613-382-4422 Fax: 613-382-7167.