Michael S. Miller
Chief of Police

Marc Franco
Lieutenant of Police

VENTNOR CITY POLICE DEPARTMENT
BUREAU OF PUBLIC SAFETY

6201 ATLANTIC AVENUE
VENTNOR CITY, N.J. 08406
(609) 822-2101 – Fax: 487-8682

Douglas H. Biagi
Captain of Police

Howard J. Bloom
Captain of Police

Special Event Request Form

Date: _____

Company/Person Making Request: _____

Contact Person/Phone Number: _____

Billing Address: _____

Date of Event:_____Time of the Event: _____

Location of Event: _____

Number of Officers Requested:_____ Estimated Number of Hours_____

Reason/Significant Aspects of Detail: _____

Advisement:

I/we agree to the special event fees, with a three-hour minimum. Any cancellations or postponements must be made at least one hour before the scheduled start time of the detail by calling the main police desk at (609) 822-2101 or a payment of a three-hour minimum will be deducted/billed per officer requested.

Any person or entity requesting the services of an off-duty law enforcement officer in the Ventnor City Police Department shall estimate the number of hours such law enforcement services are required, which estimate shall be approved in writing by the Chief of Police, and shall establish an escrow account with the Treasurer of the City by depositing an amount sufficient to cover the rates of compensation and administrative fees for the total estimated hours of service, by check or money order, before the detail/event.

_____
Authorized Representative of Requesting Party Payment Amount: $_____

*** A copy of approved photo identification must be submitted with this request.**

_____
Chief of Police or Designee Approval Signature

Officer(s) Assigned: