



NORTH BAY POLICE SERVICE

PAID DUTY REQUEST AND AGREEMENT

Agreement form MUST be signed

ORGANIZATION: _____

DATE & TIME: _____

LOCATION: _____

TYPE OF FUNCTION: _____

ANTICIPATED NUMBER OF PERSONS IN ATTENDANCE: _____

POLICE VEHICLE REQUIRED: Y ___ N___ NUMBER OF OFFICERS: _____

POSITION/CONTACT: _____

BILLING ADDRESS: _____

POSTAL CODE: _____ PHONE NUMBER: _____

FAX NUMBER: _____

OTHER INFORMATION: _____

CONDITIONS:

1. The hourly rate is \$68.79/hr plus HST., effective July 1, 2017
2. Paid duties are for a minimum of 3 hours.
3. **Cancellation notice of less than 24 hours shall result in billing for 3 hours.**
4. **Cancellation outside business hours of Monday to Friday 8am to 3pm must be directed to the on duty Staff Sergeant at 705-497-5555. Ext 557.**
5. Any partial hour worked that is equal to 15 minutes or more will be charged at the rate of a full hour.
6. Duties in excess of 16 hours in length require a CERTIFIED cheque to accompany this agreement form before the duty will be scheduled.
7. Police vehicles available upon request at \$35/hr. plus HST.

The undersigned agrees to all conditions noted above.

Print name

Signature

Please confirm by phone if duty will be filled by an officer.

Fax completed form to Traffic Section @
705-497-5599 or weekends to
705-497-5591.

OFFICE USE ONLY:
DATE RECEIVED:
CONFIRMATION BY FAX:
POSTED:
INVOICED:
PAYMENT RECEIVED: