



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 \$ _____ /hr plus HST., effective
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 may be 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: