



# Special Event Request for Paid Duty Officers

Peel Regional Police  
Central Paid Duty Unit  
[CentralPaidDuty@peelpolice.ca](mailto:CentralPaidDuty@peelpolice.ca)  
Phone: 905-453-2121 Ext. 4243  
Fax: 905-456-6175

**Provide information for all sections** of this request form.  
Any omission of information may delay the request or may result in a denied request.

Name (Given Name Surname): _____	Date of Birth (YYYY-MM-DD): _____
Home Address: _____	Driver's License #: _____
_____	Home Phone: _____
Email: _____	Mobile Phone: _____

Type of Event: \_\_\_\_\_ Promoter: \_\_\_\_\_

Site Contact Name (Given Name Surname): \_\_\_\_\_ Phone: \_\_\_\_\_

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

Event Start Date (YYYY-MM-DD): \_\_\_\_\_ Time (HH:MM (24-Hour)): \_\_\_\_\_ :

Event End Date (YYYY-MM-DD): \_\_\_\_\_ Time (HH:MM (24-Hour)): \_\_\_\_\_ :

Is the event being advertised?      Yes      No

If 'Yes', how? (i.e. posters, email, Internet): \_\_\_\_\_

If by Internet, please provide website: \_\_\_\_\_

Are tickets being sold for this event?      Yes      No

If 'Yes', what is the cost per ticket? \$ \_\_\_\_\_

Total Number of Guests Expected to Attend the Event: \_\_\_\_\_ Average Age of Guests Attending: \_\_\_\_\_

Will alcohol be available at the event?      Yes      No

If 'Yes', under what authority?

Licensed Premise      Special Occasion Permit (Attach a copy of the Special Occasion Permit with this application)

Caterer's Endorsement - Caterer: \_\_\_\_\_

Has additional security been arranged?      Yes      No

If 'Yes', which company? \_\_\_\_\_ How many guards? \_\_\_\_\_

## Paid Duty Request for Officers

Date (YYYY-MM-DD)	Number of Officers	Number of Cruisers	Start Time (HH:MM (24-Hour))	End Time (HH:MM (24-Hour))

By completing and submitting this form you agree to the Terms and Conditions as outlined on the [Paid Duty Request Terms of Agreement](#) located on the Peel Regional Police website.

### CANCELLATION POLICY

A 3-hour minimum fee per officer, plus administration fees, will be charged for paid duties cancelled less than 24 hours before the start time of the duty. The Central Paid Duty office hours are Monday to Friday from 8am to 4pm (*except statutory holidays*). If you need to cancel a paid duty outside our normal business hours, you must call 905-453-3311 and ask the Switchboard Operator to transfer you to the on-duty Staff Sergeant at the division where your paid duty is located.

**24-hour notice is required to avoid cancellation charges**