



**CALGARY
POLICE
SERVICE**

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Major Event & Emergency Management Section

CPS Pay Duty Event Questionnaire (To be completed for all new event requests)

We require a minimum of 14 days' notice for all requests. The more lead time given, the greater the ability to fill requests and work through any problems that may arise. Any requests or major changes with less than 14 days' notice cannot be accommodated.

Date of Event: _____

Name of Event: _____

Event Location: _____

What is the event? (example: community festival, sporting event, concert, boxing match, etc.)

Will there be any entertainment? (example: band name, DJ name, performer, etc.)

What time do the doors open? _____

What time does the event start? _____

What time does the event end? _____

How many CPS Officers do you feel you will require? _____

Will you require marked police vehicles? _____

What is your requested start and end times you require police? _____

What roles and responsibilities will officers be required to perform? (example: crowd control, traffic control, general security, etc. Please be specific.)

Background:

Have you hosted this event before? If so, when and where?

Past history of problems/concerns:

Present information on potential problems/concerns:

Groups or persons of interest expected to attend: (example: gangs, extremists, etc.)

High profile VIP's expected to attend:

What is the maximum capacity of the venue? _____

Will tickets be sold for this event? If so, how many? _____

Is alcohol being served? ____ YES ____ NO

Will there be private security on site? If so, which company and how many?

For the day of the event:

Who is the on-site contact person? _____

What is their cell phone number? _____

Please provide complete billing information: the business name to be invoiced, full mailing address, email address for invoicing purposes, and contact persons all MUST be provided. Also include any account numbers or purchase order numbers if applicable.

Note: Once your event is complete, billing will come directly from The City of Calgary and not through the CPS Pay Duty office. This may take several weeks post-event.

- ✓ **Please ensure you have attached any maps, seating arrangements, floor plans, and evacuation plans, if they are available. If this is a roadway event, please include a detailed route map.**

Once your completed questionnaire has been returned to us, our Special Event Security Team will meet to discuss your request. We will then get back to you with further information or with further questions. Please be advised this may take up to one full business week.

NOTE: All CPS Pay Duty members fully comply with City of Calgary and Calgary Police Service regulations and policies.