



# Florida International University Police Department



## Special Events Information

Organization: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street Address: \_\_\_\_\_ State: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Starting Time: \_\_\_\_\_ AM/PM Ending Time: \_\_\_\_\_ AM/PM

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

How is the event being promoted: \_\_\_\_\_

(Radio, TV, Posters or other. Explain.)

Estimated Attendance: \_\_\_\_\_ Admission Fee: \_\_\_\_\_ Is Alcohol being served: YES \_\_\_ NO \_\_\_

Brief Description of Event:

\_\_\_\_\_  
\_\_\_\_\_

Have there been any fights, demonstrations, or any type of violence associated with the participants of this or similar events? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Location(s) where this or similar event have been held in the past:

\_\_\_\_\_

Person Responsible for expenses of event: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mobile \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Billing Address: \_\_\_\_\_ State: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Can we send invoice to your email address: YES \_\_\_ NO \_\_\_

Affirmation: I do solemnly swear the information provided is true to the best of my knowledge.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\* Rate is \$85.85 per hour for an Officer and \$106.85 per hour for a Supervisor; minimum charge is two (2) hours.**