

Document G: EVENT SECURITY APPLICATION AND PLAN

Complete this form if you are serving alcohol, having security at your event, having fireworks during your event, road closures, or if the Gilbert Police Department is requiring security at your event.

The Gilbert Police Department reserves the right to determine the number of off-duty police officers or security personnel required to be in attendance at any event. The Gilbert Police Department will review all special event applications for required security arrangements. The safety of the community and attendees are always the primary concern. Conditions that will be considered include – but are not limited to – the following categories: location, time of day, anticipated crowd size, presence of alcohol, and traffic impacts. Please include this and other pertinent information in the event description on page 3 of this application.

The applicant is requesting off-duty Gilbert Police officers for the event

The Town of Gilbert uses Officer Duty Management for all off-duty PD needs. Following your Special Event Meeting, you will need to contact ODM to set up an account and request officers and duties based on the Town recommendations from the meeting. Call (toll free) 1-877-636-8300 or visit their website, <https://odm.officertrak.com/Gilbert-AZ-PD>

The applicant has hired its own independent, licensed security staff for the event

Security Firm Name:	Contact Person:
Contact Email:	Contact Phone:

If you intend to sell or provide alcoholic beverages to attendees, you must apply for a Special Event Liquor Permit. Please see **Document E** for more details on this.

The Gilbert Police Department will determine event security needs based on the following information:

A detailed map/site plan showing the boundaries of the area requested to be permitted for alcohol possession and service, the location of event security personnel, all access and egress points, areas collecting money/admission, stage security, green room, VIP areas, and lost persons area(s). *This can be a copy of the map or site sketch submitted for the Special Event Liquor Permit but must be submitted as an additional attachment to this application.*

A detailed description of how the Event Promoter plans to delineate the boundary of the permitted area so that those in possession of alcohol are aware of the boundaries. Include what type of barricades you will be using.

A detailed description of how the Event Promoter will prevent attendees from leaving the permitted area while in possession of alcohol, as well as how you will otherwise prevent the transfer of alcohol to areas outside of the boundaries.

Please list the person(s) of authority for alcohol distribution areas during the event:

Name(s):	Mobile Number(s):
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