



Heber City Police Department Special Event Agreement

A. PARTIES

The parties to this agreement include the Heber City Corporations Police Department (the Department) and _____ (the Event).

B. PURPOSE

1. The purpose of this Agreement is to establish a written understanding whereby the Event may obtain, and the Department may provide, traffic control and law enforcement services in addition to the basic services routinely provided at the time and in the location of the Event's special and unique needs and or preferences.
2. The Heber City Police Department does not hire out for Security work.

C. OBLIGATIONS OF THE DEPARTMENT

The Department hereby agrees to perform the following tasks, as part of their obligations under this Agreement:

1. The entity, function, or business that hires out the Heber City Police department is hiring a fully empowered on duty police officer whose duties consist of the prevention and detection of crime and law enforcement.
2. In the event that a City emergency response necessitates the officer (s) leaving an assigned post, the employer of the Heber City Police Department agrees and acknowledges that the period of absence may be short or lengthy depending upon the emergency crisis. The officer (s) first duty and responsibility in a City emergency response situation is to Heber City. Heber City agrees to release the employer from the agreed pay rates and equipment rates for the portion of time the employee and equipment are released.
3. Heber City Police Department and officer (s) that are employed shall work under and through Heber City Corporation. All compensation for the use of officer (s) and city resources will run directly through Heber City.
4. The Department will provide:
 - a. _____(insert #) of law enforcement officers
 - b. _____(insert Time)
 - c. _____, (Insert Dates)
 - d. _____ (insert Location of Event).
5. Allow each officer employed by the Event to use a Departments vehicle exclusively for traffic control and law enforcement purposes; and
6. Schedule individual officers to fill the needed shifts at the Event.

D. OBLIGATIONS OF THE EVENT

1. The Employer shall not dictate or limit what duties that the Department or the officer is to perform. Each Officer is free to use his/her discretion and specialized law enforcement skills to accomplish the Event's objectives. The officer (s) will function only in a peace officer capacity and cannot enforce employer's rules.
2. The employer understands that if they cancel an engagement or contract without 24 hours' notice, they will be expected to pay for the officer (s) and equipment in full. If you need to cancel officer (s) during weekends, holidays, the event, or other times when the City offices is closed, please contact the on-duty supervising officer at (435) 654-3040 (Police Department) or (435) 654-1411. (Dispatch)
3. If Heber City Police Officer(s) are required to provide a city-owned vehicles (s) or equipment, the employer will be required to Pay Heber City Corporation the amount of \$ 50.00 per each 12 hour period the vehicle or equipment is provided, or \$100.00 per day, with a minimum of \$50.00. The compensation cost for each officer employed will be \$ 75.00 per hour and will be paid directly to Heber City Corporation. The minimum amount of hours that will billed for an officer is (4) four hours per day.
4. The employer recognizes that city employees and resources may be recalled in the case of emergency or critical need. The employer agrees to release the employee and resources. Such release does not negate the contract.

E. Mutual Obligations: The Department and the Event Both agree that:

1. This agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous oral or written agreements;
2. This Agreement cannot be modified orally and can only be amended by a written instrument signed by both authorized agents from both parties.

IN WITNESS WHEREOF, the forgoing Agreement has been executed by the parties hereto, this _____ day of _____ 20__.

Heber City Police Chief

Authorized Event Agent

EVENT CONTACT INFORMATION

- 1- Organization Name: _____
- 2- Event Name: _____
- 3- Description of the event:
- 4- Reason why Law Enforcement is needed:
- 5- Estimated number of active participants:
- 6- Estimated number of spectators:
- 7- Is there an admission charge for the event: Yes/NO
- 8- If yes, what is the charge:
- 9- How will the boundaries of the event be restricted to the general public if the event is ticketed, (i.e. fencing):
- 10- Will there be any alcohol at the event:
- 11- Authorized Person for Event Name: _____ (Title) _____
- 12- Authorized Person for Event Signature: _____
- 13- Phone # _____
- 14- Email Address: _____
- 15- Mailing Address: _____

EVENTS ADDITONAL INFORMATION

- 1- Events Liability Insurance Company Name: _____
- 2- Events Liability Insurance Policy #: _____
- 3- Events Liability Insurance Phone # : _____
- 4- Events Permit #: _____