



## Edmonton Police Service Information Guide for Completing The Special Event Policing On-Line Application

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This document emulates the on-line application form for special events policing services found within the Edmonton Police Service, Special Events Staffing Unit Website. The purpose of this document is to assist clients in gathering the information required to complete the on-line version of this form.

Disclosing accurate information is an important aspect of the risk assessment process that will aid in identifying the number of officers required for your event, and the manner in which the officers will be deployed.

All applications for special events policing must be made on-line via the Edmonton Police Service Special Events Policing Website.

A Special Events Staffing Unit staff member will contact you within five business days from receipt of your application, to discuss the specifics of your event.

If you have any questions or concerns completing the on-line application, please contact our helpline at 780-421-2888.

### On-Line Application Form Requirements

The first section of the on-line form requires that you provide specific information concerning this event. The questions you will be asked to complete are as follows:

**Date of Application** – Please provide the date that you complete the on-line form.

**Event Name** – Please provide the actual name of the event. If this is an advertised event, please ensure the name provided is the same as advertised.

**Event Type** - A drop down box selection field is provided in which you may chose one of the following event types;

- dances,
- concerts,
- sporting events,
- point duty (e.g. marathons or triathlons)
- movie locations,
- bank moves,
- fundraising drives,
- security of cash or valuables,
- parade, escorts and crowd control,
- road race / walk



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- other

If the type of event does not appear in the list, select “other”. Should you select “other”, please provide the type of event in the open text field in the next line of the form.

**Description of Event** – Please provide a general overview of the event.

**Start Date** – Please provide the date the event commences on.

**End Date** – If this event spans more than one day, please provide the date in which the event will conclude.

**Start Time** – Please provide the time the event starts at.

**End Time** – Please provide the time the event ends at.

**Doors Open At** – Please provide the time that people attending the event can begin to access the site, prior to the actual start time of the event.

**Address of Event** – Please provide the municipal address of the event. Alternatively, please provide the main meeting, marshalling or gathering point for events such as road races, marches, protests, etc. If there is more than one site location, please provide the addresses for all sites.

**Venue or Site Name** – Please provide the name of the venue or site that the event will be held at. For example, provide the common name associated with sites such as building names, special facilities or parks. Please describe the physical location of the site in detail, noting in particular whether this is a single site, multiple sites, an indoor or outdoor venue and, if outdoors, whether or not temporary shelters such as tents will be utilized?

**Outdoor Events** – If this is an outdoor event, please describe what contingency plans have been developed in response to potential severe weather conditions.

**How Many People Are Expected To Attend?** – Please provide the number of people you anticipate will be in attendance at this event.

**Primary Age Range of Attendees** – Please provide the average age range of people you are anticipating will attend at the event. A drop down box is provided with specified age ranges as follows:

- 0-12
- 13-18
- 19-25



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- 26-40
- 41-45
- 46 & up
- Family event

**Type of Ticket Sales** – A drop down box is provided with the following types of ticket sales:

- Advance sales only
- Walk up – at the door only
- Advance and Walk – up
- Public Event
- Private Event

**Number of Officers Requested** – Please provide the number of officers that you are requesting for this event.

**Reason For requesting Special Events Officers** - Please describe the overall rationale for employing special event police officers for this event. Please include, in detail, the specific duties you would like each officer to perform for each day the officer(s) will be assigned to the event. If different starts times are involved for various officers to be assigned to this event, please specify the start and finish time for each officer, as it relates to each day of the event.

**Officers Required From** - For single day events, in which all officers will start at the same time, please provide the time that you require the officer(s) to arrive at the event.

**Officers Required To** - For single day events in which all officers will finish their assignment at the same time, please provide the time that the officer(s) will be required to remain on site.

**Will Alcohol Be Sold or Served at This Event?** - Self explanatory.

If alcohol is sold or served at the event, please provide the time that sales/service will commence, the time sales/service will conclude, and the time consumption of alcohol will be permitted until.

**Food Service** – Please provide details as to any food services that will be provided to people attending your event (including water and other beverage).

**Previous Hosting of the Event:** Please identify if you organization has hosted this event (or similar type of event) in the past.

If you have hosted this event in the past, please describe where and when the previous event was held, and any safety concerns or issues that arose during the past event that should be taken into consideration when planning for this event.



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If this event has been hosted by another agency in or outside of Edmonton in the past two years, please provide the location of the event, and the promoter contact information for the past three events.

### **Live Music Details –**

If live music is planned for this event, please provide the following information:

The number of bands, the name of each band, the type of music they play and the time each band is expected to start and finish performing.

If the headline band playing at this event is part of a travelling tour event, please provide the tour schedule information for the band.

### **Private Security**

The next section of the on-line form will ask you to provide the following information concerning private security service that may, or may not be, planned for this event.

If you plan to have a private security presence at this event, please provide the following details.

**What is the Name of the Security Company –** Please provide the name of the security company, indicating if the security officers are employees of your organization, or contract security officers to be hired by your agency.

**How Many Security Officers Will Be Assigned To This Event –** Please provide the total number of security officer that you will have in attendance during this event.

**Security Officer Roles -** Please provide specific details concerning all of the roles assigned to private security officers at this event.

**Identifying Security Officers –** Please describe how security officers working at this event will be identified (i.e. Uniforms, security jackets, identification, etc.).

**Security Contact Person –** Please provide the name and contact information for the security contact person assigned to this event.

**Security Contact Information For Outside Agency –** If this event has been sponsored or hosted by another agency within the past two years, please provide the name and contact information for the security contact person that attended at the most recent event.



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### **Contact Information**

The next section of the on-line form will ask you to provide contact information for specific individuals associated with this event.

**Individual Making the Request for Services** - Please provide the name and contact information for the person making the request for special events policing.

**Promoter Information** - If a promoter is involved in this event, please provide the promotion company name, the name of the contact person acting on behalf of the promoter, and the contact person's information.

**Event Contact Individual** – Please provide the name, and contact information for the person that special events officers will report to and liaise with during the event.

**Client Billing Information** – For billing purposes, please provide the client name, contact person, contact information and, if applicable, your purchase order number for this event.

### **Note to New Clients:**

If you are a new client, please download a **“Credit Application Form”** available on the Edmonton Police Service Special Events Policing Website. This form must be completed as part of the application for services.