



Request for Police Services

*This form may be utilized when an applicant desires the use of police services when a special event permit is **not** required. See questions below for assistance in determining whether or not a special event application is required in lieu of this application.*

A special event application, rather than this application, is required if you answer yes to any of the following questions:

- Is the event being held on public property? _____
- Will you require the posting of handicap or no parking signage? _____
- Are Public Works Department services requested for the event, such as a request for barricades, street signs, etc.? _____
- Are alcoholic beverages being distributed or sold? _____
Town Council approval is required for all malt beverage permits. Malt beverage permits are issued by the finance department - 733-3932. If a catering permit is needed, please contact Olivia Goodale, Senior Deputy Town Clerk, at 733-3932.
- Are Parks and Recreation Department services, such as irrigation or utility locates, requested for the event? _____

Additional requests that may be included with a special event permit:

- Exposition Business License or Transient Merchant License
- Noise Permit

Please contact the Special Events Coordinator directly at (307) 733.3932 x1133 if you have questions about the services you may need for your event. Special event applications are available at www.townofjackson.com or at the Town Hall and must be submitted at least twenty-one (21) days prior to the event.

To request police services only, please complete the following pages and submit them at least twenty-one (21) days prior to the event.

Submit Completed Document To:

Jackson Police Department
Town Hall
150 E. Pearl St.
Jackson, WY 83001

If mailing, send to:
Jackson Police Department
Attn: Chief Todd Smith
P.O. Box 1687
Jackson, WY 83001

Email: tsmith@ci.jackson.wy.us
Phone: 307-733-1430 Fax: 307-733-3241

EVENT: _____

DATE(S) AND TIME(S) of EVENT: _____

PURPOSE of EVENT: _____

CONTACT INFORMATION:

APPLICANT NAME (organization): _____

NAME OF PERSON COMPLETING APPLICATION: _____

PHONE: _____ CELL PHONE: _____

E-MAIL: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

LOCATION OF EVENT: _____

ACTIVITIES: _____

Expected numbers of: Participants _____ Spectators _____

Number of officers requested: _____

Please describe police services requested and attach additional sheets if needed.

Why are you requesting police services rather than utilizing private security?

Noise Permit: Will you have amplified sound at your event? No _____

If yes, please describe below:

I understand I will be required to reimburse the Town of Jackson for having officers dedicated to this event at the rate of \$45 per hour for each officer assigned to the event.

Signature: _____ **Date:** _____