



HIRAM POLICE DEPARTMENT

Request for Employment of a Hiram Police Officer

For assistance if needed, call 770-943-3087 ext. 2011

FOUR (4) HOUR MINIMUM

Must be at least 21 years of age to rent facility and sign contract:

Date of Request: _____

Date of Rental: _____ **Circle One: Sun/ Mon/ Tues/ Wed/ Thu/ Fri/ Sat**

Rental Start Time: _____ **Rental End Time:** _____

Time Guests Are Expected to Arrive: _____ **Total Hours for Officer on Duty:** _____

It is required that a City of Hiram Officer is on the premises from the time the guests arrive until the event is complete and doors have been locked. The minimum time allowed for an officer on duty is four (4) hours.

RENTER'S INFORMATION:

Name: _____ **Date of Birth:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Primary Phone: _____ **Email:** _____

ALCOHOL POLICY: A Hiram Police Officer will be necessary for any event that will be serving alcohol during the hours that guests will be present. All guests that consume alcohol must be at least 21 years of age. The fee for the officer is \$40.00 per hour (CASH ONLY), which must be paid in full no less than 30 days prior to your event. The officer will be scheduled to arrive at the listed time of arrival for guests. Alcohol cannot be served until the officer has arrived. The officer will remain on the property until the event is over, all guests have departed, and the building has been secured. **INITIALS:** _____

ALCOHOL PERMIT: Any event that is having alcohol provided and served by a caterer must contact Jennifer Prater at 770-943-3726 x2013 to obtain an Alcohol Permit for the event. Caterers must also comply with additional ordinance regulations. **INITIALS:** _____

CANCELLATION: If the event or need for an officer is canceled prior to 30 days of the scheduled event, all monies paid to date towards the officer will be refunded at a rate of 100%. Should the event or need for an officer is cancelled within 30 days of the event, all monies paid to date, less a \$70.00 non refundable fee for the scheduled officer will be refunded. If an event or need for an officer is cancelled within 48 hours of the scheduled date, no refund will be given and 100% of amount collected will be paid to the officer scheduled. **INITIALS:** _____

The undersigned, as an applicant for a permit to serve alcoholic beverages at the Events Place, pursuant to Section 6-38 of the City of Hiram Code of Ordinances, understands that he/she assumes all risk, liability and responsibility relative to the service and dispensing of alcoholic beverages during the event. The undersigned further agrees to comply with all Local, State, and Federal Laws regarding alcoholic beverages. **INITIALS:** _____

Lessee Signature

City of Hiram Representative Signature

FOR OFFICE USE ONLY:

Start Time for Officer: _____ **End Time** for Officer: _____ **TOTAL HOURS:** _____ @ \$40.00/HOUR \$ _____

Total Cash Received: \$ _____ Date Received: _____ Date Payment Given to Officer: _____ By: _____

Approved By: _____ **Date:** _____ **Officer:** _____

Date Cancelled: _____ Written Notice Received: YES/NO Refund Amount: \$ _____ Date Refunded: _____ Received By: _____