



### 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:**

**Circle the answer following the question.**

- Is the event being held on public property? YES NO
  - Will you require the posting of handicap or no parking signage? YES NO
  - Are Public Works Department services requested for the event, such as a request for barricades, street signs, etc.? YES NO
  - Are alcoholic beverages being distributed or sold? YES NO
- Town Council approval is required for all malt beverage permits.*
1. Malt beverage permits are issued by the Finance Department.
  2. Catering permits are issued by Oliva Goodale, Senior Deputy Town Clerk.
- Are Teton County Parks and Recreation Department services, such as irrigation or utility locates, requested for the event? YES NO

Please contact the **Special Events Coordinator** *directly* at (307) 733.3932 x1113 if you have questions about the services you may need for your event. Special event applications are available at [www.townofjackson.com](http://www.townofjackson.com) or at the Town Hall and must be submitted at least twenty-one (21) days prior to the event.

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

- Exposition Business License, or
- Transient Merchant License
- Noise Permit

**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  
In Jackson Town Hall  
150 E. Pearl Avenue  
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](mailto:tsmith@ci.jackson.wy.us)

Phone: 307-733-1430 Fax: 307-733-3241



## Request for Police Services

**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:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Noise Permit:** Will you have amplified sound at your event? No \_\_\_\_\_

If yes, please describe below:

\_\_\_\_\_  
\_\_\_\_\_

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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand I will be required to reimburse the Town of Jackson for having officers dedicated to this event at the rate of \$65 per hour for each officer assigned to the event. Payment is due five days prior to the event and becomes non-refundable if the event is cancelled less than five days in advance. Make payments to to the Town of Jackson c/o Jackson Police Department, PO Box 1687, Jackson, Wyoming, 83001.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_