



## Security Request

Today's Date: \_\_\_\_\_

Tenant Name & Suite # :				
Tenant Phone #:				
Manager Name, Number & E-Mail:				
District Manager Name, Number & E-Mail:				
Emergency Contact Name & Number:				
Type of Event:				
Event Date(s):				
Event Time (start to end):				
Event Details:				
Are there specific duties required of security? :				
Total Cost: <small>(2 guards are always required as a minimum) Total must be paid in advance of the date security is needed</small>	<b>X</b>	\$30 per guard per hour	=	
Where should the invoice be sent?				

*Holiday rates shall apply for services on all legally declared National, State or local holidays unless stipulated otherwise.*

*The following holidays are paid at time and one half:*

- |                      |                         |                  |
|----------------------|-------------------------|------------------|
| <i>New Years Day</i> | <i>Easter</i>           | <i>Labor Day</i> |
| <i>Memorial Day</i>  | <i>Independence Day</i> |                  |
| <i>Thanksgiving</i>  | <i>Christmas</i>        |                  |

Signature of Tenant		Date
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*By completing this request form, this is no way is an approval of the event simply a request that is pending approval.*