

EVENT - Booking Form for CIOS Security Services



Please fill out the following information if you wish to book security services with CIOS Security.

| | | |
|-----------------------|----------------|-------------------|
| Client's name: | | |
| Address: | Suburb: | Post Code: |
| Phone number: | | |
| Email: | | |

Booking Details

| | |
|--|------------------------|
| Event type: | |
| Is this a multi-day event (Please circle) : Y / N | Event date/s: |
| Event start time: | Event end time: |
| Event location: | |
| Event Security Services required: <i>(please mark all that apply)</i> Security Guards / Crowd Control / Access Control / Mobile Patrols | |
| Other (please specify): | |
| Number of Security Guards required and hours of work (turn over for roster): | |

Additional notes or requests: _____

Terms and Conditions:

- A 50% deposit is required upon confirmation of the booking.
- Any cancellations made less than 7 days before the event will forfeit the deposit.
- Remaining balance must be paid in full no later than the day of the event.
- Any additional services outside of the original quote, before, during or after the event, must be agreed upon by both parties, and will be added to the final bill.

I agree to the terms and conditions listed above.

Client's signature: _____

Date: _____

EVENT - Security Guard Roster



NB: This roster helps us to establish your guard requirements, we will contact you after submission to clarify further.

How many Security guards do you require (min. of 1 guard per 100 patrons. Max. 12hr shift / guard): _____

| Start date and start time | | Finish date and finish time | | TOTAL HRS |
|-------------------------------------|-------------|-----------------------------|---------|-----------|
| Guard 1: | / / am / pm | / / | am / pm | |
| Guard 2: | / / | / / | | |
| Guard 3: | / / | / / | | |
| Guard 4: | / / | / / | | |
| Guard 5: | / / | / / | | |
| Guard 6: | / / | / / | | |
| Guard 7: | / / | / / | | |
| Guard 8: | / / | / / | | |
| Guard 9: | / / | / / | | |
| Guard 10: | / / | / / | | |
| Additional Notes / Comments: | | | | |