

**Fax contract to:
(908) 526-8399**

**BRANCHBURG TOWNSHIP POLICE
FOR SPECIAL DUTY ASSIGNMENT
Ph: (908) 526-3830 ext. 400**

RATE: \$85/HOUR

Number of Officers Requested: _____

Assignment Date(s): _____ Hours to be worked (from) _____ (to) _____

Location: _____

Type of work: Traffic _____ Security _____ Other _____

Job # /Miscellaneous Information: _____

Contractor Information – Name: _____

Address: _____

Billing/Contact Person: (Name & Phone #) _____

Job site contact person: (Name & Phone #) _____

You *MUST* return with this contract, a copy of your insurance certificate showing: Liability Policy Number, Liability Policy Limits, Personal Liability Amounts, Comprehensive General Liability, Property Damage.

The undersigned is authorized to sign on behalf of _____ (company), and does hereby agree to hold harmless and indemnify the Township, its employees and agents from any and all liability to third parties for personal injury or property damage which may be attributable in whole or in part, to the performance of this assignment. This contractor shall be liable for all personal injury and/or property damage to Township employees or agents and Township owned or leased equipment and vehicles.

As per Township Ordinance 2-18.11, “Special Duty Assignment for Police Officers”: An Escrow deposit equaling the anticipated costs to be incurred during the duration of the project, shall accompany the signed contract and be turned over to the Police Department before the project will be assigned.

Cancellation/Billing Policy:

1. Any contractor cancelling a job one hour or less before start time will be billed four (4) hours for show up time. **(Contracts are a 4 hour minimum).**
2. Contractors will be billed one hour for every quarter hour or more worked/contracted; (example: 8:30 am to 4 p.m. - 7½ hours will be billed for an 8 hour day).
3. Jobs will be billed for contracted hours. (example: If the job was scheduled to last 8 hours, but is completed in 4 hours – you will be billed for the 8 hour day originally contracted).

NOTE: When cancelling a job after 3pm Monday – Friday, please contact Dispatch and ask to speak with an officer. The number is 908-526-3830, dial 0 when prompted.

If a job is cancelled on Saturday or Sunday, again, please contact Dispatch as there is no one in the office to receive your call.

Corporate Signature: _____ (name of company)

Date: _____ by: (name & title): _____