



**Toronto Police Service – 43 Division
Community Event Information Sheet**

D43 CRU File #: _____/2013
TRMS Project Code
SWE _____ or
D43 _____

Name _____ of _____ Event: _____
 Date(s) & _____ Time(s) _____ of _____ Event: _____
 Location Of Event: _____

Synopsis of Event:

(Include the type of event; estimated # of attendees; whether admission will be charged; rain date; will there be security, first aid, on site, etc.)

Expected Role of Police:

Will you be seeking any of the following (Please Check):

Liquor Permit <i>(provide copy)</i>	Parade/Special Event Permit		
Paid Duty Officers	Community Officers	Auxiliary Officers	
Police Vehicles	Crime Prevention Booth <i>(Table and chairs required)</i>		
Road Closures	Road Barricades		

Based on availability, the attendance of police resource cannot be guaranteed.

Event Co-ordinator Contact Information (Required):

Name: _____
Address: _____ Email: _____
Phone #s: Home/Bus: _____ Cell: _____
Alternate Contact: _____ Phone #: _____
On-Site Contact: _____ Reporting Location: _____

Append additional information to this form

Mail, drop off, or send completed form to:

Toronto Police Service
 43 Division
 4331 Lawrence Ave. E.
 Toronto, Ontario M1E 2T4
 Attn: CRU Office

FAX: 416-808-4382

Scan completed form and email to:
 Email: 43division@torontopolice.on.ca

Note: The provision of water and a rest area is appreciated for unpaid Auxiliary officers and volunteers with the Toronto Police Service attending your event.

For more information on planning your event, visit the City of Toronto Special Events website, www.toronto.ca/special_events/eventsupport.htm

FOR POLICE USE ONLY

SPECIAL EVENT

MAJOR		MINOR	
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In-take Date: _____

Police Involvement in Previous Years: _____

(Include # of personnel; # of hours; vehicles/equipment)

POLICE RESOURCES								
ALLOCATED			ATTENDED					
CRU Officers	#	Name	Badge #	# Hrs.		Name	Badge #	# Hrs.
PRU Officers	#	Name	Badge #	# Hrs.		Name	Badge #	# Hrs.
AUX Officers	#	Name	Badge #	# Hrs.		Name	Badge #	# Hrs.
Volunteers	#	Name	Badge #	# Hrs.		Name	Badge #	# Hrs.
		Yes	No	Details				
Paid Duty Officers								
Support Units								
Equipment								

Event Supervisor: _____ Assigned: _____
(Date)

NOTIFICATIONS

Special Events Planning	(Badge #)	T.T.C.	(Badge #)
Parking Enforcement	(Badge #)	Communications	(Badge #)

ADMINISTRATIVE RECORDS

D43 Resources Dedicated to Special Events	CC Event File: Event Supervisor	
D43 Community Events Calendar	D43 CRU Special Events Binder	
D43 Parades Summary	D43 Event Co-ordinator	
D43 CRU Journal	Involved Supervisors (List):	
Operational Plan		

PERMITS RECEIVED

Type	(Check)	Date
Parades/Special Event		
Liquor (Special Occasion)		
Road Closures		

POST-EVENT REPORTING

	(Check)	(Badge #)
TPS 677 (Original – Unit File)		
(Copy – Special Events Planning)		

Print