



MELROSE POLICE DEPARTMENT

DETAIL REQUEST CONFIRMATION

Memorial Hall management requires a paid police detail be on premises for the duration of certain functions. In order to complete the terms of the contract a police detail must be ordered prior to the start of the function. This form must be signed by a representative of the Melrose Police Department and returned to Kathy Pigott-Brodeur (Memorial Hall Operations Manager).

Date of function: ____/____/____

Start time: _____ End Time _____ Total Hours _____

Contact Information

Name: _____ (PLEASE PRINT)

Phone _____

A police detail has been ordered for the above date and time at Memorial Hall.

_____/_____/_____
Officer taking request (PRINT)

Any questions please contact the Melrose Police @ 781-665-1212

DO NOT WRITE IN THIS SPACE: Memorial Hall Office use only

Date Received = _____ Officer Assigned = _____ Date Confirmed = _____