



## Queen's Student Constables Booking Contract

### 1. Billing information

Name of person to be billed: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Billing address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_ E-mail address: \_\_\_\_\_

### 2. Event Information

Title of event: \_\_\_\_\_

Date and duration of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Would you like a yearbook photographer to take photos at your event?  Yes  No

Preferred uniform for Student Constables at event (circle one):

QSC Polo Shirt & Tag

QSC Yellow Jacket & Tag

Semi-Formal Attire & Tag



### **3. Remuneration for services rendered**

The charge out rate is based on a tiered charge system. Events which require seniors will be charged \$13.50 an hour per senior. They will also be charged \$12.00 an hour per junior constable.

Charge-out fee = Number of Student Constables working x Number of hours worked per Junior Student Constable x \$12.00

Charge-out fee = Number of Student Constables working x Number of hours worked per Senior Student Constable x \$13.50

*Note:* An additional 15 minutes will be billed for every consecutive four hour block each Student Constable works, if applicable. 13% HST will also be added to the invoice.

Any estimate given by a representative of Queen's Student Constables is to be considered a quote for the projected cost of the forthcoming services rendered. This quote is subject to change based on variables assessed by the Chief Constable. If you are a representative of a student club which may not be able to cover the cost of Student Constables, please contact the Chief Constable, who may discuss alternate arrangements with you.

### **4. Additional Terms**

#### **4.1 Deposit**

Organizers must pay a deposit to book Student Constables for the forthcoming services rendered if requested by the Chief Constable. This deposit will be no less than 25% of the projected cost. The deposit will be returned upon payment.



## **4.2 Confirmation policy**

This form must be completed and submitted to the Queen's Student Constables office a minimum of three weeks in advance to the scheduled date of the event. Forms submitted less than 10 days prior to the scheduled event will be subject to a late approval fee of one hour per Student Constable assigned to the event. Events submitted with less than one week's notice run the risk of not being sanctioned. Organizers will be notified of the status of their event at least one week in advance.

## **4.3 Cancellation policy**

If organizers decide to cancel or modify an event such that fewer Student Constables are required than are assigned, they must do so at least two business days in advance to the scheduled date of the event. If appropriate notification is not received, the Chief Constable will either cash the deposit or bill the above person for the cost of the assigned number of Student Constables for two hours of services rendered.

## **5. Agreement**

### **5.1 Sober contact**

I, \_\_\_\_\_, agree to serve as the sober contact for the complete duration of the event, available to the on-duty Student Constables during and at the conclusion of the event. I also agree to remain completely sober before and during the event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 5.2 Person to be billed

I, \_\_\_\_\_, as a member of \_\_\_\_\_, understand the above policies and procedures involved in booking the Queen's Student Constables for this student event. I also understand that any breach of this contract and/or failure to pay for any services rendered could result in the loss of the deposit (if applicable), additional costs, future loss of QSC services and possible disciplinary action administered by the AMS Commission of Internal Affairs. I also understand that the number of Student Constables required to attend this event is at the discretion of the Chief Constable of QSC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5.3 Customer Satisfaction Survey

We ask that all customers please fill out the customer satisfaction survey. This survey is designed to gather useful information which can be used to help us evaluate our performance and see how we can better improve our service. Please follow the link below to access the survey.

<http://www.surveymonkey.com/s/26P5DR6>