

MIAMI BEACH

2018 Security Request Form

Group Name: _____ Arrival Date: _____

Contact Person: _____ Phone: _____

Conference Manager: _____ Ext. _____

Bill To:

Master Account #: _____

Sales A&P: _____

Guest Room Name: _____

Confirmation # _____ Date of Arrival _____

In order to schedule security personnel for your program, please forward this completed request form to your Conference Manager at least two weeks prior to your group's arrival. The Hotel reserves the right to require groups to contract Miami Beach Police Department for large functions. The charge for each Security Guard arranged through our office is \$50.00 per hour (4 hour minimum). Charges for police officers will vary.

Please note additional security fees may apply for load-in/load out based on group's requirements of loading dock and freight elevator for any vendors contracted by group. Contact your conference manager for additional information.

Day / Date	Location	# of Officers	Start Time	End Time	Notes

To whom should the officers report to begin their patrol?

Special Instructions, Room Contents, Specific Security Concerns:

Client Signature

Date of Request

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Miami Beach, FL 33139

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Please note- Installation is not taxable, only usage is taxed at 7.0% FL Tax

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HOTELS

