

St. Charles Fire Department Paramedic and/or Firefighter Standby Request Form

Name of Company/Organization:			
Mailing Address:			
City/Town:		State:	Postal Code:
Contact info			
Name(s) of Organizer(s):			
Phone Number:		Cell Number:	
Contact Number on day of event:			
Email:			
Fax Number:			
Billing Information if different than above			

Event Details			
Location/address of event:			
Date(s) of event:		Set-Up Time:	
Start Time(s):		Finish Time(s):	
Number of guests expected:			
Briefly provide any special instructions for fire department entry:			
Site map attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Any allied agencies attending:	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please list: _____		
Any other details:			

Event Type			
Community Event	<input type="checkbox"/>	Political Event	<input type="checkbox"/>
Sporting Event	<input type="checkbox"/>	Entertainment	<input type="checkbox"/>
Training	<input type="checkbox"/>	Other	<input type="checkbox"/>

Description of Standby Duty:

Please select the type of coverage that you would like for your event.

PLEASE NOTE THERE IS A TWO HOUR MINIMUM FOR BOOKING STANDBY SERVICES.

<input type="checkbox"/>	#1) St. Charles Fire Department to provide Emergency Medical standby coverage with 2 paramedics and 1 ALS Equipped Unit at a cost of \$160.00 per hour (billed for a minimum of two hours) . Please note an additional 1 hour will be added to the final billing to accommodate the equipment set up and restock.
<input type="checkbox"/>	#2) St. Charles Fire Department to provide Firefighter standby coverage with 2 Firefighters and 1 First Responder Unit at the cost of \$160.00 per hour (billed for a minimum of two hours) . Please note an additional 1 hour will be added to the final billing to accommodate the equipment set up and restock

TERMS OF AGREEMENT

1. The fees for the standby shall be invoiced to the requesting organization by the City of St. Charles Fire Department **after** the event. Payment to be made by check or cash **ONLY**.
2. St. Charles Fire Department agrees to provide Emergency Medical and/or Fire standby coverage and shall remain at the location of the standby duty. St. Charles Fire Department reserves the right to put the standby unit into service if it is required to respond to an emergency call. We shall replace the standby unit with the next available unit as soon as possible.
3. Hourly charges for this service begin 30 minutes prior to the requested crew arrival time at the designated standby location and continue 30 minutes after the unit is released from the event. Hourly charges will be billed for a minimum of two hours per event plus the one-hour setup/restock fee.

**Filing out this form does not guarantee Fire Department standby.
Upon approval, this form will be attached to a confirmation email**

SERVICE USER

Signature

Printed Name

Title

Date

Office Use Only

CHIEF OFFICER APPROVAL: _____

DATE: _____