



St Mary's
University
Twickenham
London

Request for Supply of Additional Security Services

This form is to be used to make a request for FMS to supply services over and above the normal service provided i.e. additional security for a special event.

Once the request has been received an email confirming the arrangements made will be forwarded to the booker. Please note it is the booker's responsibility to check that the confirmed booking meets their requirements.

As St Mary's has a limited number of its own staff and additional requirements are generally filled by external contractors who have been previously employed on Campus the cost is £16.50 per hour + vat for normal hours of operation. For requests placed at short notice, weekends, bank holidays or to request a quotation for the supply of a St Mary's Security Officer or Reception staff please email George.jenkin@stmarys.ac.uk

Booking Date(s) : _____

Hours Required : _____

Event : _____

Duties Required : _____

Requested By : _____

Department : _____

Cost Code : _____

Approved by : _____

Must be Head or Deputy of School or Service