

**Event Security: Rules and Regulations
Pleasanton Rental Facilities**

108 Second Street Pleasanton, Texas 78064
Phone: (830) 569-3867 Fax: (830) 569-5974

THIS INFORMATION IS NOT THE LEASE AGREEMENT

Security at City Facilities. It is City policy that renters of City facilities must provide security under certain circumstances when renting these facilities. Security will be required under the following circumstances unless waived in writing by the Police Chief or City Manager:

- A. Based on the expected number of attendees and the type of event;
- B. If the rental agreement is signed by a lessee within the ages of 18-20 years old; and/or
- C. When the Chief of Police or City Manager deems it is in the best interest of City to ensure the safety of those using the facility or in the best interest of the safety of the community based upon the size of the group or type of event.
- D. When alcohol is on the premises.

Alcohol Consumption. To promote public safety and the success of the event, a Texas Alcohol Beverage Commission licensed bartender must serve all alcohol. The bartender(s) must have their license with them at the time of the event.

Lessee Initials _____

Firearms NOT allowed. Guns and firearms of any kind are strictly prohibited on City facilities.

Event Security. Security Officers will be required for a Civic Center event. The cost for security is a minimum of four (4) hours at Forty (\$40.00) dollars per hour, per officer (fee subject to change based on City of Pleasanton prescribed rate) plus a fifteen dollar (\$15.00) security coordination fee. The contract will be submitted to the Event Security Coordinator for review. Lessee must contact the Event Security Coordinator and pay the fifteen dollar (\$15.00) security coordination fee at least 30 days prior to the event. Failure to contact the Event Security Coordinator at least 30 days prior to the event will result in an increase of five dollars (\$5.00) per hour in the security rate.

Payment for security officers will be made by cash directly to Event Security Coordinator. Should payment not be rendered at this time, the City reserves the right to immediately cancel the event resulting in the forfeiture of any and all deposit(s) and or rental payments.

All security at City facilities will be provided by the Pleasanton Police Department using off-duty officers. Rates for off-duty officers may be determined by the Event Security Coordinator. The number of officers required at any facility will be determined by the security coordinator (using the following general guidelines):

Alcohol ON premises

Alcohol NOT on premises:

# attendees	Officers required	# attendees	Officers required
10-300	2	10-400	2
300+	3	400+	3

The City reserves the right to increase number of officers required when it is in the best interest to ensure the safety of those using the facility or in the best interest of the safety of the community, or waive security when no alcohol is present, depending on size and type of event.

Private Functions (Not Open to the Public). Providing an inaccurate headcount will result in a penalty fee and/or shutting down of the event. If the headcount during the event exceeds approximately fifty (50) people more than is estimated in the rental agreement, from what is stated in the contract, the damage deposit will be forfeited. If the headcount exceeds approximately 100 more than is estimated in the rental agreement, the event will be shut down by the Pleasanton Police Department. In addition to the damage deposit, the rental fee will not be refunded if the event is shut down for any reason.

Contract details regarding security and security coordination fee must be finalized at least **THIRTY (30) days** prior to the date of the event to allow City sufficient time to arrange for security. These contract details include the following:

1. Event start time (time your guest will arrive);
2. Check out time (check out time is the time you are ready to leave the building after all necessary clean-up and decoration removal has been completed—not later than 1:00 am);
3. RSVP count for event; and
4. Whether or not alcohol will be consumed.

There will not be any changes allowed to be made to the contract details within **THIRTY (30) days** of your event; provided, if Lessee knows or believes the estimated attendance count has increased within **THIRTY (30) days** of the event, Lessee must notify City staff immediately for adjustments. The officer fee is subject to change at the discretion of the security coordinator.

Event Security Coordinator Contact Information

Event Security Coordinator: Captain Anastacio Perez

Contact Phone: 830-569-3869 **E-Mail:** aperez@pleasantontx.gov

Contact Address: 704 W. Oaklawn, Pleasanton, Texas (call for an appointment if you would like to meet in person)

The fifteen-dollar (\$15.00) security fee will be payable by cash to Anastacio Perez and is due at least 15 days prior to the event.

SECURITY QUESTIONNAIRE:

Please complete the following form so that we may determine if you are required to have security at your function.

Name: _____

Address: _____

City, St, Zip: _____

Telephone: _____

Facility you are renting / using:

1. Date of event _____
2. Type of event _____
3. Number of attendees _____
4. Will alcohol be on premises at this event? YES / NO

5. **Security is required at any EVENT held at the Pleasanton Civic Center.**

Duration of event:

FROM: _____ TO: _____
(Actual event start time) (Event end time plus 1 hour for clean-up)

Please sign and date this request:

Signature _____ Date _____

If security is required for your event, payment for the security will be made on or before your arrival at the event. Should payment not be rendered at that time, the City reserves the right to immediately cancel the event resulting in the forfeiture of any and all deposit(s) and rental payments.