



## LONG BEACH CITY COLLEGE DISTRICT

4901 E Carson St, G-1 | Long Beach, CA 90808

Phone: (562) 938-419

# Special Event Security Plan

Security may be required in order to host a safe and successful event on Long Beach City College campus(es). All public and private events with alcohol are required to have private security. The event operator is also responsible for creating and submitting a site map/plot plan labeling the security staffing locations for the event.

***Form must be completed and signed by contracted Security Company.***

### **Event Information**

Event Name: \_\_\_\_\_

Organization Hosting Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Type of Event:  Festival  Athletic Event  Graduation  Reception/Celebration  Other: \_\_\_\_\_

### **Entertainment**

Please list your entertainment schedule, bands, DJ's, music genre, etc.:

### **Event Security Information**

Name of Security Company: \_\_\_\_\_ CA PPO License #: \_\_\_\_\_

Company Phone: \_\_\_\_\_ On Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Security Personnel Assigned Each Day: \_\_\_\_\_

*\*Armed guards are not permitted on campus*

How will Event Security Communicate:  Radios  Cell Phones  Other: \_\_\_\_\_

Describe How Personnel are Identified as Security:

Describe Entry Area & if Screening Shall be Used:

### **Alcohol Controls**

Alcohol is required to be served in clear plastic cups with a limit of two (2) drinks per person at the time of purchase. Event operator is required to issue patrons 21 years and older a tamper resistant wristband. Event operator is required to check identification at each point of sale.

Alcohol must be contained within a controlled venue.

**Free Roaming Alcohol** is defined as alcohol being allowed to "roam" throughout the entire enclosed event venue. Alcohol compliance team is required to patrol the interior of the venue for patrons drinking without a wristband.

**Beer Garden** is defined as alcohol contained to a portion of the event venue. Typically, the event is not entirely enclosed and alcohol is kept within a small enclosed portion of the event. Perimeter fences are required to prevent alcohol from being passed from the Beer Garden to event patrons outside the Garden. Beer Garden requires security along the perimeter, entrance/exit(s), and requires count in-out controls. Beer Garden must be clearly labeled on the site map.

Free Roaming Alcohol:  Yes  No

Beer Garden:  Yes  No

Number of Security Staff Assigned to Compliance Team: \_\_\_\_\_

### **Additional Notes:**

Name of Security Representative (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Security Representative: \_\_\_\_\_