

EVENT SECURITY CONTRACT

This Event Security Contract (the “Contract”) is made the __ day of _____, 20__, by and between Washington University in St. Louis (“University”) and _____ (“Security). University and Security (collectively, the “Parties”) agree to be bound by the following terms and conditions:

I. EVENT INFORMATION

Event Details

Student Organization: _____

Primary Event Contact: _____ Phone #: _____

Date of Event: _____

Event Venue: _____

Address: _____

Transportation

Transportation Company: _____

Type of Transportation: _____

Transportation Details: Schedule, number of vehicles, pick up, drop of schedule, etc.

Anticipated Attendance

Number of Students: _____

Security Plan
(as approved through WUGO)

Number of Guests: _____

Attendees 21+ years old: _____

Additional security provided by venue:

Guards Hired: ___Agents Hired ___

II. SERVICES AND OBLIGATIONS OF EVENT SECURITY:

The named security contractor has signed an Event Security Master Services Agreement (“Master Services Agreement”) outlining in detail terms and conditions pertaining to providing security services at Washington University programs and events. The terms of the Master Services Agreement remain in effect and govern any discrepancy between that Agreement and the terms of this Event Security Vendor Contract. This Event Security Contract is intended to supplement the terms and conditions of the Master Services Agreement.

Student leaders are contracting security services for this event/program through their affiliation as a recognized student group of the University. Plans and issues that arise should be discussed and addressed promptly with student event planners and, if necessary, University staff.

The contracted security company shall provide the following services during the above event:

- Attend a security briefing ½ hour before students begin boarding buses or contracted vehicles to the event. Students responsible for planning the event and those students serving as Responsible Contacts will be in attendance along with all security staff. Details regarding the event and security plans will be reviewed.
- Oversee and maintain crowd control, addressing disorderly conduct and providing a safe environment for all in attendance.
- Assist with escorting disruptive individuals from the event without the use of force.
- **Seek immediate emergency medical assistance if a student or guest who appears to be in medical distress and/or who is suffering from intoxication and whose health may be in jeopardy. If the event is on campus contact Emergency Support Services at 314-935-5555. If off campus, call 911.**
- A detailed Post Event Evaluation Form will be completed at the end of the event. Any issues of concern, violation of laws or University policies will be included in the report along with the names of all security staff present and turned into the WUPD dispatch desk at the conclusion of the event.

In addition, the contracted security company has agreed to provide the following additional services (checked items below):

- Monitor individuals as they board and disembark from buses provided for the event, ensuring that the bus vehicle is parked in a safe place for this purpose.
- Guards will prohibit visibly intoxicated individuals from boarding buses and will seek assistance from student event planners or Responsible Contacts to confirm that appropriate steps will be taken to provide for the safety of the intoxicated individual.
- Check identification of all event attendees to determine if they are Washington University students or guests authorized to be in attendance. All guests must be at least 18 years old.
- Check Government issued identification of Individuals planning to consume alcohol at the event.
- Provide wristbands to persons over legal drinking age and mark their hands with permanent ink. Provide a different color wristband to persons under the legal drinking age.
- Monitor all alcohol distribution points (one guard per location) to ensure that only persons of legal drinking age are allowed to purchase and consume alcoholic beverages.
- Intervene appropriately to prevent obviously intoxicated individuals from purchasing/consuming alcoholic beverages. Confer with student responsible contacts to address safety concerns for intoxicated students returning to campus.
- Prevent access to the event from outside parties.
- Monitor and prohibit persons under the legal drinking age from consuming alcohol; escort individuals in violation from the event.

This Contract must be signed and returned 15 business days prior to the scheduled event or it is void. Contract should be completely filled out and is subject to the approval of the staff of Campus Life.

University Representative Signature

Date

Security Contractor Signature

Date

University Representative Printed Name

Security Contractor Printed Name

Contact Number