



**City of Huntington Beach**  
**Community Services Department**  
 2000 Main Street, Huntington Beach, CA 92648-2702  
 (714) 536-5486

**SECURITY AGREEMENT GUIDELINES**

Must be a licensed and bonded, uniformed security guard employed by an authorized security company with liability insurance on file with the City of Huntington Beach is required.

**A certificate of hire must be filed with the Community Services Department a minimum of thirty (30) days prior to the event date.**

**If security is cancelled or fails to be present at the designated time**

**the function will be cancelled immediately and all deposits and fees will be forfeited.**

**The failure to fulfill any obligation within this document and/ or the Application for Use of Facilities or violate any provisions herein shall be considered a breach of facility use, and will result in immediate termination of the event and the forfeiture of all fees and deposits.**

It will be the responsibility of the security agency to provide the following:

1. **Insure only Beer, Wine & Champagne is served.**
2. Enforce the **five (5) hour alcohol usage limit** as stated on the Alcohol Usage Requirements form.
3. Insure alcohol consumption **ends a minimum of one-hour before the event ends.**
4. Insure alcohol remains within the permitted rental hall.
5. Observe and enforce the “NO SMOKING” policy in all facilities.
6. Maintain orderly crowd control at assigned event.
7. Enforce general Community Center policies.
8. Be prepared to contact Huntington Beach Police Department should the event become unruly.
9. Insure maximum attendance (specified on facility application and this agreement) is not exceeded.

Name of Applicant \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Facility / Maximum Attendance	Number in Attendance (Includes Guests, Vendors and Staff)	Number of Required Security Guard(s)	Arrive Time of Security*	Depart Time of Security**
Harbour View Clubhouse/ 150		1	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Lake Park Clubhouse / 100		1		
Newland Barn / 200		<input type="checkbox"/> 2 or <input type="checkbox"/> 3		

\*Security must be present one-hour prior to guest’s arrival or one-half hour prior to alcohol arriving at location, whichever is first. \*\* Security must remain until all persons have left and the facility is locked.

I have read and understand the above information and agree to comply with these policies.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Security Company Name

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

\_\_\_\_\_  
Date