

FACILITY RENTAL SECURITY GUARD INFORMATION

Security is required for all events serving alcohol at the expense of the applicant.

The number of security guards required is based on the number of attendees. Two (2) security guards are required for less than 100 attendees and three (3) security guards are required for over 100 attendees.

Reservations in which alcohol will be served must be made at least **45 days** in advance (**beer, wine, and champagne only**).

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

- Insure only **Beer, Wine & Champagne** is served.
- Enforce the five (5) hour alcohol usage limit as stated on the Alcohol Usage Requirements form.
- Insure alcohol consumption ends a minimum of one-hour before the event ends.
- Insure alcohol remains within the permitted rental hall.
- Observe and enforce the "NO SMOKING" policy in all facilities.
- Maintain orderly crowd control at assigned event.
- Enforce general Community Center policies.
- Be prepared to contact Huntington Beach Police Department should the event become unruly.
- Insure maximum attendance (specified on facility application and this agreement) is not exceeded.
- Security must arrive one hour prior to guest's arrival or one-half hour prior to alcohol arriving at the location, **whichever is first**.
- Security must remain until all persons have left the facility and the facility is locked.

The Security Company listed below is not endorsed by the City, but is provided purely for the convenience of our customers. The hiring is a business transaction between the customer and the company only. All Security Companies providing service on City property are required to have proper liability insurance on file with the City and a City issued business license. The following companies have met these requirements:

Lyons Security Service, Inc. payment information:

Payment using ZELLE:

- Lindsey@lyonssecurityinc.com 714-401-4850
- Please enter the **invoice #** in the Memo Box
- **Please take a screenshot of completed payment and send to CS.Reservations@surfcity-hb.org**

Payment with a Cashier's Check or Money Order:

- Pay to the Order of: **Lyons Security Service, Inc.**
- Check or Money Order to be drop-off or mailed to:
City of Huntington Beach
Attn: Rental Office – 5th Floor
2000 Main Street
Huntington Beach, CA 92648-2702
- ***Personal checks will not be accepted***