

**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 Company”). University and Security Company (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:** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_

**Attendees 21+ years old:** \_\_\_\_\_

**Guards Needed:** \_\_\_\_\_

**Security Plan**

**(as approved through WUGO)**

**Total Guards hired through Security Contractor:** \_\_\_\_\_

**Additional security provided by venue:**

\_\_\_\_\_

**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.



**Campus Box 1068  
One Brookings Drive  
St. Louis, MO 63130  
314.935.3443**

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.
- Student event planners and/or Responsible Contacts should work with security staff to see these individuals safely back to campus.
- **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**



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