

MIDLAND COUNTY HORSESHOE - EVENT SECURITY RESPONSIBILITIES

- SEARCH INDIVIDUAL'S BAGS/BOXES/COOLERS/CONTAINERS/ETC. UPON ENTRANCE
 - INCLUDES GIFTS
 - IF ALCOHOL IS INCLUDED IN A GIFT, THE GIFTER OR RENTER MUST REMOVE IT FROM THE EVENT SPACE IMMEDIATELY AND SECURE IT IN A VEHICLE UNOPENED
- PAY CLOSE ATTENTION TO ALCOHOL SALES/CONSUMPTION AND TAKE APPROPRIATE ACTION WHEN NECESSARY
- METAL DETECTOR WAND INDIVIDUALS UPON ENTRY (IF REQUESTED BY HORSESHOE OFFICE)
- SEARCH EVENT SPACE UPON ARRIVAL TO ENSURE NO ALCOHOL OR WEAPONS WERE BROUGHT IN BY NON-VENDORS, LESSEES OR THEIR GUESTS DURING SETUP
 - DISPOSE OF ANYTHING FOUND THAT WAS NOT BROUGHT IN BY APPROVED VENDORS
- KEEP DOORS CLOSED AT ALL ACCESS POINTS TO THE EVENT SPACE
- LIGHTS IN THE EVENT SPACE ARE NOT TO BE COMPLETELY TURNED OFF – THEY CAN BE DIMMED
- ENFORCE PARKING/NO PARKING AREAS OUTSIDE – EVENT STAFF WILL ASSIST
 - PARKING MAP PROVIDED BY BUSINESS OFFICE
- PATROL THE ENTIRE EVENT SPACE ROUTINELY INCLUDING ANY BACK OF HOUSE AREAS (KITCHEN, CONCESSIONS, BACKSTAGE, ETC.)
- PATROL THE PARKING LOT AND ENTRY AREAS ROUTINELY AND PAY ATTENTION TO FREQUENT EXIT/ENTRY GUESTS
- PROHIBIT ALCOHOL IN VEHICLES OR ATTEMPTED TO BE BROUGHT IN
 - THOSE FOUND WITH IT MUST DISPOSE OF IT IMMEDIATELY
 - IF INDIVIDUAL REFUSES TO DISPOSE, THEY MUST LEAVE THE COMPLEX
- IF LESSEE OR THEIR GUESTS LEAVE THE BUILDING AFTER 10:00PM, THERE IS NO REENTRY
- ASSIST EVENT STAFF IF A SITUATION OCCURS REQUIRING AN INCIDENT REPORT – DOCUMENT/PHOTOGRAPH – EVENT STAFF HAVE INCIDENT REPORTS TO COMPLETE
 - DAMAGES, INJURIES, ACCIDENTS, SAFETY/SECURITY SITUATIONS, INSURANCE REQUIRED SITUATIONS
- SEND POST-EVENT SECURITY REPORT TO:
 - HORSESHOE DIRECTOR – KEN OLSON – KOLSON@MCOUNTY.COM
 - HORSESHOE BOOKING MANAGER – YVETTE TYLER – YTYLER@MCOUNTY.COM
 - HORSESHOE EVENT COORDINATOR – NATALIE COOPER – NCOOPER@MCOUNTY.COM
 - POST-EVENT REPORT DETAILS:
 - NAME OF EVENT, DATE, START TIME
 - OFFICER/GUARD NAMES & CONTACT
 - GUARD/OFFICER ARRIVAL TIME
 - NOTES ABOUT EVENT (GOOD/BAD/CONCERNS/INCIDENTS)
 - ANY INCIDENT REPORTS NEEDED DURING THE EVENT
 - FULL ATTENDEE DEPARTURE TIME
 - OFFICER/GUARD DEPARTURE TIME
- EVENT SECURITY, WHETHER OFFICERS OR GUARDS, ARE NOT TO PARTICIPATE IN THE EVENT SUCH AS SHOPPING AT AN EXPO, ETC. SECURITY MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES TO THE RENTER AND HORSESHOE STAFF. SECURITY MAY EAT IF OFFERED FROM THE RENTER ONLY AFTER EVERYBODY ELSE IN ATTENDANCE. SECURITY IS EXPECTED TO ROAM THE EVENT, PUBLIC AREAS AND PARKING LOT/ENTRY AREAS ROUTINELY.
- OTHER SPECIFIC REQUIREMENTS MAY BE ASSIGNED AS NEEDED DEPENDING ON EVENT NEEDS AS REQUESTED BY HORSESHOE DIRECTOR AND/OR HIS DESIGNEE.
- FOR ANY QUESTIONS, PLEASE CONTACT THE HORSESHOE BUSINESS OFFICE AT (432) 682-1300 MONDAY-FRIDAY 8AM-5PM OR THE ON-SITE HORSESHOE EVENT STAFF IF OUTSIDE NORMAL BUSINESS HOURS.

**THANK YOU FOR YOUR ASSISTANCE IN KEEPING THE
MIDLAND COUNTY HORSESHOE A SAFE AND ENJOYABLE ENVIRONMENT
FOR ALL OF OUR WONDERFUL EVENTS!**