Shawnee Town Hall
Security Requirements

Renter is required to provide security at the renter's expense if:

- Alcohol is being served and there will be more than 100 people in attendance
- Deemed necessary by the Parks and Recreation Director due to the nature and size of the event (i.e. concerts, large parties, dances, teenage events, etc.)
- Security must be present from event start time until the end of the rental

In the event money is exchanged for alcohol, renter must provide proof of temporary State and City Liquor Licenses.

The cost of security is $65.00 per hour per officer (2 hour minimum - 24 hour cancellation notice is required). The security officers will be off-duty uniformed Shawnee Police Officers.

Attendance of 100 - 240 will requires one (1) security officer, more than 240 in attendance will require two (2) security officers.

Alcohol is not allowed in the Town Hall parking lot.

The renter is responsible for making all payment and arrangements for security by contacting the Shawnee Police Extra Duty Coordinator at least four (4) weeks prior to the rental date. The Extra Duty Coordinator can be reached at 913.742.6783 or dhillman@cityofshawnee.org.

Please have the following information available prior to contacting the Extra Duty Coordinator:

- Name
- Address
- Phone #
- Date/Time of the event
- Type of Event
- Expected Number in Attendance

By signing below you acknowledge that you have read, understand, and agree to all terms and conditions listed above.

Print Name _____ Date _____

Signature _____