



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 \$35 per hour per officer.

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 Officer John Midiros of the Shawnee Police Department **at least two (2) weeks prior to the rental date**. Officer John Midiros can be reached at (913) 742-6799 or by email at jmidiros@cityofshawnee.org.

Please have the following information available prior to contacting Officer Midiros:

- 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 _____