



TEXAS CITY DEPARTMENT OF RECREATION & TOURISM
REQUISITION FOR TEXAS CITY POLICE SECURITY

2010 5th Avenue North • Texas City, Texas 77590 • 409-643-5990



This form must be completed and security at the time the room reservation is made. All security fees must be paid in full no less than 30 days prior to event. All events are subject to review by the Department of Recreation & Tourism Director and the Police Chief. **If alcoholic beverages are to be sold, a license must be presented to the Department of Recreation & Tourism Administrative Officer with this form.** The function will not be scheduled or permitted to commence until these requirements are met.

SITE OR CENTER: _____ ROOM: _____

DATE OF EVENT: _____ ESTIMATED NUMBER OF GUESTS: _____ (Event subject to shut down if exceeded).

ORGANIZATION OR INDIVIDUAL: _____

TYPE OF EVENT: _____ Open to Public Invitation Only Minors Present

RECEPTION: Yes No If yes, please list time: _____ DANCE: Yes No If yes, please list time: _____

CONCESSIONAIRE/CATERER (If license required) _____ License No. _____

ALCOHOLIC BEVERAGES: Yes No WILL ALCOHOLIC BEVERAGES BE SOLD? Yes No Free BYOB

HOURS ALCOHOL WILL BE SERVED: Start* _____ End* _____ (*times may not be changed).

PERSON IN CHARGE: _____ PHONE: _____

LIST THREE CITIZENS (other than person signing this form) who will be present and accountable:

	Name	Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

If alcohol is served or allowed at this function please read the following clause and acknowledge.

It shall be the responsibility of the Applicant(s) to ensure that those in attendance at this function do not violate any Texas penal statutes or City ordinances. Applicant(s) further agrees that minors shall not be permitted to consume alcoholic beverages at this function. Applicant(s) agrees to hold the City of Texas City harmless, and shall indemnify the City, for any acts or omissions of negligence committed by anyone in attendance at this function.

SECURITY REQUIREMENTS

Security personal must be present 30 minutes prior to the start of the event and must remain until the rented room(s) is completely vacant and secured (typically 30 minutes after the end of the event). Security personal shall be utilized for a minimum of four hours per event. Security must be obtained through the Texas City Police Department.

The Department of Recreation and Tourism Director and Chief of Police or his designees reserve the right to amend requirements when, in their opinion, the nature of the event creates a need for additional security.

START TIME: _____ END TIME: _____ TOTAL TIME: _____	REQUIRED NUMBER OF POLICE OFFICERS <table border="1"> <thead> <tr> <th>NUMBER OF GUESTS</th> <th>0-100</th> <th>101-250</th> <th>251-400</th> <th>401+</th> </tr> </thead> <tbody> <tr> <td>WITH ALCOHOL</td> <td>1</td> <td>2</td> <td>3</td> <td>4+</td> </tr> <tr> <td>WITHOUT ALCOHOL</td> <td>0</td> <td>1</td> <td>2</td> <td>3</td> </tr> </tbody> </table>	NUMBER OF GUESTS	0-100	101-250	251-400	401+	WITH ALCOHOL	1	2	3	4+	WITHOUT ALCOHOL	0	1	2	3
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SECURITY COST CALCULATION _____ X _____ X _____ = _____ NUMBER OF OFFICERS HOURLY RATE TOTAL SECURITY HOURS TOTAL SECURITY COST																

Applicant(s) (please print) _____ Date _____

Address _____ City _____ State _____ Zip _____ Phone _____