

## SECURITY MEASURES DURING SPECIAL FUNCTIONS/EVENTS

Identify Potential Problems  
 Reference Checks of Groups  
 Determine to Prevent/Contain  
 Develop a Plan

PREVENT	CONTAIN
Restrict rooms availability	Restrict rooms availability
No. "one night only's – extend stay only	Require credit cards
Charge maximum rates only	CIA only with major damage deposit
Require credit cards	Damage waiver to be signed by function leader/parents
Require picture identification	Require managers to be on duty
Have catering dept. handle all aspects of ballroom packages	Restrict hotel access to guests only
	Restrict guestroom floor access
Restrict access to Hotel	Limit # of persons allowed in guestrooms
Guests only	Have scheduled group functions/events
Display strong show of security/police	Require groups to police themselves by having their own security
React quickly when "on notice" that problems may occur	Require I.D. at alcohol serving outlet
	Refuse to allow outside liquor to be brought in
	Establish a corkage fee
	Set & enforce "quiet hours" in advance
	Place local alarms on fire station pull boxes
	React to potential problems swiftly and with authority
	Restrict parking lot access
	Warn guests at check-in eviction will occur