

Sample Security Plan

Type of Entertainment establishment will offer

Describe entertainment offered by your establishment.

Number/Utilization of Security Personnel

For live music events, one in-house security person for each 50 patrons shall be on duty. All security personnel shall be attired in a manner to readily identify them as such. From the time a live music event ends and for 30 minutes thereafter, one-half of all security personnel shall be stationed outside the premises to assist and encourage patrons to leave safely. For large national acts, at least one uniformed law enforcement officer with full police power shall be employed until 30 minutes following the end of the performance. The officer shall be assigned outside as patrons depart.

For live events, pre-sale and day-of-sale ticket sales shall not exceed capacity.

Security staff shall regularly patrol both the women's and men's bathroom facilities. Hand-held counters shall be used by staff at the entrance at all times when open.

Control & Clearance of Parking Lot

Video cameras will be mounted to cover the entrance, exits and entire premises. Tapes will be made available upon request to the Madison Police Department. Security staff shall regularly patrol the immediate exterior of the building at least once every half-hour, doing so on a random basis.

Licensee shall conspicuously post in its parking lot area the following signage: No Trespassing/Loitering. Section 23.07(2), Madison General Ordinances, makes it unlawful for any person to enter or remain on such premises. Any violator will be subject to a penalty of no less than \$50 nor more than \$300 plus costs. Madison police officers are authorized to arrest any person violating this provision without any further additional warning or notice to you. If you are not a patron or not here on official business with the owner or the owner's agent, or you are a patron, but you are loitering in the parking area, leave the parking area immediately.

Unruly Patrons

Licensee will familiarize all security staff with provisions of Madison General Ordinances Section 38.06(10), the unruly patron ordinance. When a patron acts in a manner that is violent, abusive, indecent, profane, boisterous, or otherwise disorderly, licensee will immediately contact the police and request that the police invoke the provisions of the ordinance.

Patrons who are Intoxicated

Licensee, its agents, and employees, may not sell, dispense, or give away alcohol to any person who is under the influence of alcoholic beverages at that term is defined in Madison General Ordinances Section 38.02, nor shall such a person be permitted on the premises. When a customer has been “cut off,” the server will notify the other employees. Management will support the server’s decision to terminate service to any customer. If a customer is too impaired to drive safely, licensee will try to persuade the customer not to drive, and arrange for a safe ride. If the customer refuses, management will notify the Madison Police Department with a description of the person and the license plate number of the vehicle, if possible.

Patrons Presenting False IDs

All identification cards used to prove age must be valid (i.e., may not be expired), and must be government-issued. If the identification card is expired or appears at all questionable to the employee, the employee shall request a second form of identification. The employee shall make sure that the individual purchasing the liquor resembles the identification card. All employees are encouraged to ask purchasers questions relating to their identification in order to verify the information. If the employee checking an ID has a strong suspicion that an ID is false, altered, or belongs to someone other than the person presenting the ID, he/she shall confiscate the ID and turn it over to management, to be presented to the police.

Control/Supervision of Patrons under 21 (restaurant applicants)

Licensee will request proof of age from any customer who appears to be 30 years of age or younger, and will refuse service to any customer who cannot produce adequate ID. When selling pitchers, ID will be requested for each person receiving a glass. Separate types of glassware will be used to distinguish alcohol drinks from non-alcohol drinks.

Circumstances under which the Police will be called

The police will be called, in a timely manner, any time management or staff has information to believe a crime has been or is about to be committed and/or whenever a threat of or act of violence occurs on the premises or off premises in areas that would be considered in view or earshot of the establishment.

Handling of Physical Disturbances, including Fights

Security or management will ask anyone who is fighting to leave. If necessary, security or management will call the local law enforcement agency for assistance. Licensee will permanently refuse admittance to any chronic problem customer.

Names and Dates of Birth of all employees in a management capacity

List all names and dates of birth of management employees.