



Warren County Parks and Recreation Department  
**SECURITY CONTRACT** for  
Special Events, Park Functions, and Tournaments\*

The Warren County Parks and Recreation Department (hereafter referred to as WCPRD) strives to provide the safest and most enjoyable recreational experiences to all users of its facilities. To assist in this effort, WCPRD has a Park Police program with the Warren County Sheriff's Office to provide an assigned deputy to patrol park areas.

**Terms and Conditions of Contract:**

For certain events and functions, **including basketball tournaments\***, additional law enforcement personnel may be required to ensure public / facility safety. For these identified events and functions, the outside / renting party will be required to pay the additional security services flat fees for the event. The determining factors of possible additional security needed include, but are not limited to:

1. Past issues with the group or patrons participating in the event (such as violation of facility rules, discipline issues, disorderly behavior of participants / spectators, users, failure to comply with staff request regarding WCPRD rules of facility, fighting of users / participants, threatening of users / participants, harassing of users / participants utilizing the facility)
2. Projected volume / number of participants is large and may require more security resources to ensure public / facility safety
3. Multiple facilities or park locations are being used
4. Type of event being offered
5. Local Law Enforcement recommends additional security

The rate of pay for additional W. C. Law Enforcement personnel will be at the following flat rates based on the number of teams participating in the tournament:

- 0-30 teams: \$200
- 31-50 teams: \$400
- 51-70 teams: \$500
- 71-90 teams: \$650
- 91+ teams: \$750

The tournament director must submit payment to WCPRD Business Manager or Director in the form of a check to W.C. Sheriff's Office (WCSO) or the appropriate law enforcement agency as approved by WCPRD for the required security five (5) business days **prior** to event start date.

The tournament / special event director is responsible for advising all users, teams, participants, and event staff of the rules and regulations of all WCPRD facilities during the event time period.

One hour before the event start time, the tournament director must meet with W.C. Law Enforcement personnel or WCPRD assigned Manager to go over the security plan (date and time of this meeting to be specified in "**special instructions**" below). WCPRD staff and W.C. Law Enforcement personnel have all overriding authority on all disciplinary and facility operational issues while outside group is on W.C. properties, and all such decisions are final.

Tournament groups are not permitted to provide their own security on WCPRD property. Exceptions to this rule can only be made through the WCPRD Director.



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CONTRACT TERMS & DETAILS	
EVENT	
EVENT NAME	
DATE	
TIME	
RECTRAC RSVN#	
PARK/FACILITIES	
PARK	
FACILITIES	
MANAGER	
PHONE	
EMAIL	
ORGANIZATION	
ORG NAME	
ADDRESS	
COORD NAME	
PHONE	
EMAIL	
SECURITY/LAW ENFORCEMENT FEES	
DUE DATE	(no later than 5 business days prior to event)
CHECK PAYABLE TO	W.C. Sheriff's Office
# TEAMS	
SECURITY FEE TOTAL AMOUNT	
SPECIAL INSTRUCTIONS (if applicable)	

By my signature, I affirm that I have read this document and will abide by all WCPRD rules and regulations contained herein regarding the use of WCPRD facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my function and shall be responsible for paying for all damages. I also agree to indemnify and hold harmless Warren County Government officers, directors, judge executives, county officials, and employees from and against all claims, demands, liabilities, suits, damages, costs, and expenses of every kind and description, including penalties and reasonable attorney fees.

I also affirm that I will submit payments and any other required documents according to the schedule laid out in this document.

<b>EVENT COORDINATOR SIGNATURE</b>	<i>event coordinator signature here</i>
<b>DATE</b>	
<b>WCPRD DIRECTOR SIGNATURE</b>	
<b>DATE</b>	