

Berkeley Community Centre

Contract Security Requirements & Conditions

- 1 The Centre will require this form to be signed and you are required to produce proof that licensed Security personnel has been contracted for the period of the hire.
 - **Information stating: name of company, licence numbers, number of security employed for the function and starting and finishing times. This evidence must be forwarded to the Centre Administration Berkeley Community Centre at least 5 days prior to the function.**
- 2 The hirer is to ensure that contracted security personnel have been trained in techniques, which will reduce and limit the potential for aggressive or violent confrontation and are competent to implement those measures when dealing with people who are angry, frustrated, irrational, under the influence of alcohol, or other substances or become violent.
- 3 All Security personnel are required to remain on site until the end of the function. 1 security person must remain on site with hirer until lock-up.
- 4 All security personnel performing security operations within the centre must comply with the following and undertake the duties listed below plus any other requests to ensure the safety of the hirer and their guests and all property of Berkeley Community Centre.

Duties

- All personnel must comply at all times with the Centre's policies and procedures.
- Provide a secure and safe environment for all hirers and associated building or complexes as deemed appropriate.
- All security personnel will be licensed/qualified for the appropriate security function/operation being performed.
- All personnel must carry their licence on them at all times while on duty.
- Security personnel are responsible for maintaining clear passage ways, clear emergency egress paths and clear access to fire hydrants, hose reels, fire extinguishers and emergency services.
- Access control measures to ensure safety of the hirer and their guests.
- Ensure any person under the influence of drugs or alcohol is not permitted entry into the Centre.
- Ensure any persons behaving in an unacceptable manner are asked to leave.
- Security personnel will be hired by hirer until the end of the function to ensure all guests have left the premises and are not congregating outside the Centre.
- Security personnel to monitor noise levels which are to be kept to a minimum at all times to avoid disturbance to other groups and neighbouring properties.
- Protect all assets and property of Berkeley Community Centre from theft, misuse, vandalism and damage. If necessary contact the police. Where necessary contact the police.
- Wear a security uniform

I the undersigned have read and fully understand and agree to comply with the above requirements and policies.

Name/Signature _____ Date _____