

# Security-required after 5 p.m.

Security officers from the Natchitoches Police Department are required for all events that take place after 5 p.m. on weekdays and weekends and all events in which alcohol is served. Security must be requested by the Events Center through the Natchitoches Police Department—no exceptions. The actual number of security personnel is based on the nature of the event, the expected attendance and the area(s) to be monitored (i.e. entrances, exits, loading areas, ticket sales, etc.). In some cases, the NEC will consult with the Natchitoches Police Department in determining security requirements.

The client is responsible for security costs if such is determined by the Events Coordinator at a rate of \$30 per hour, per officer, to be paid directly to the officer(s). There is a four hour minimum for all security personnel.

The number of officers needed will be determined using the following scale. The NEC reserves the right to adjust this number if deemed necessary.

In the event of a cancellation or reduction in officer(s), a seven (7) day notice must be given. Failure to provide this notice will result in full payment to officer(s) affected.

<b>Private events with alcohol:</b>		<b>Commercial/Public events with alcohol:</b>	
Under 100 people	1 officer	Under 100 people	1 officer
100-200	2 officers	100-200	2 officers
200-300	3 officers	200-300	4 officers
300-400	4 officers	300-400	6 officers
400-600	5 officers	400-600	7 officers
600-800	6 officers	600-800	8 officers
<b>Private Events (alcohol-free):</b>		<b>Commercial/Public events (alcohol free):</b>	
Up to 200 people	1 officer	Up to 200 people	1 officer
200-400	2 officers	200-400	2 officers
400-600	4 officers	400-600	6 officers
600-800	6 officers	600-800	8 officers

# Parking

The Natchitoches Events Center offers one hundred ninety one (191) marked parking spots surrounding the facility; however, all spots are public parking locations for the City of Natchitoches. A contracted event does not guarantee a specific number of spaces in our parking areas. Multiple contracted events are able to access parking on a first come/first served basis. Requests for barricaded parking lots must be made to the Events Center (only available if the entire facility has been rented). Any requests for reserved parking areas must be formally made to the Events Center. The request will be considered, and if available, each barricade will be charged at a rate of \$3 each. The Natchitoches Events Center will provide signage detailing specific parking areas reserved for the client. The Events Center will not provide staffing or security to patrol and manage ingress/egress in these areas or to determine whether unauthorized parking is occurring in the reserved parking areas.

# Rental Insurance-required

All meetings, conferences, social events, promoters, producers and performers are required to obtain a general liability insurance policy or rider to an existing policy naming the Natchitoches Events Center as the additional insured for a minimum of one million dollars (\$1 M). A copy of the certificate of insurance must be presented to the Events Center thirty (30) days prior to client's event.

If you are unable to provide insurance coverage through your own personal representative, the Natchitoches Events Center now offers an easy web-based option for purchasing general liability insurance coverage for events. For more detailed information about this convenient option, please ask one of our event coordinators or refer to the Tenant Users Liability Insurance Policy (TULIP) handout in our marketing packet.