



The
DOMINION
Homeowners Association
Twenty Dominion Drive San Antonio, Texas 78257
Office (210) 698-1232 Fax (210) 698-1466
www.dominionhoa.com

**THE DOMINION HOA PRIVATE EVENT
SECURITY REQUIREMENT FORM**

One Security Officer is required for resident's private parties and other special events that will have over 20 vehicles, but less than 50 vehicles. For events for more than 50 vehicles, one additional officer will be required for every 20 vehicles. Homeowners must coordinate with the HOA at Security@dominionhoa.com or (210) 698-1232 for events expecting greater than 50 vehicles. Security Officers are required to ensure that safety is not compromised to the rest of the community by the increased traffic in the community and at the gate. If Security is given less than 72 hours advance notice of an event and a Security Officer cannot be assigned specifically to the event, the resident will be charged by the HOA for the additional security coverage provided by the on-duty Patrol Officer. Residents must provide a list of their guests to security or enter them online. The security staff is not responsible to call for unlisted guests.

Private Event Address: _____

Date of Event: _____ **Start Time:** ____:____ **am/pm** **End Time:** ____:____ **am/pm**

Number of Vehicles: _____ **Number of Officers Requested:** _____

The costs listed below are per officer and do not include sales tax. The cost per Security Officer is \$40.00 an hour with a 4-hour minimum. An additional \$25.00 per ½ hour will be charged for events over 4 hours.

* The primary duties of the security officer are to make sure guests are not parked in such a way as to block other residents' driveways, block fire hydrants, or otherwise impede the smooth flow of traffic to and from the affected area. The Security Officers highest priority is to ensure emergency vehicles are in no way hindered by the parked vehicles in the event of an emergency.

* Payment will be made to the HOA. Please contact the HOA for payment options.

* Smith Protection Services, the third-party security provider for the Dominion HOA will maintain throughout the period of this agreement, comprehensive General Liability insurance and Comprehensive Automobile Liability Insurance, Workers Compensation Insurance, and coverage for legal liability for loss or damage to client's property entrusted to Smith Protection Services arising from dishonesty of Smith Protection Services employees.

Contact and Billing Information:

Name: _____ **Phone Number:** _____

Address: _____ **Email:** _____

It is agreed and understood that Smith Protection Services is not an insurer of property or persons guarded. In case any person, entity, or corporation, including client, makes a claim against Smith Protection Services, client shall not be entitled to retain the amount of any such claim out of monies due or owing Smith Protection Services hereunder.

Please sign and date below indicating that you agree to the terms listed above.

Signature **Date**