

**Security Guard Procedures byPeterandPauls.com**

In accordance with our operating parameters, security personnel are required to adhere to the following job duties while working within our byPeterandPauls.com event venues:

1. Specific to Paramount, Universal & Bellagio: Monitor the parking lot at the start of an event to coordinate parking and monitor pylon parking in the front (and remove the pylons as required).
2. Greet guests upon arrival to direct them to the appropriate entrances and assist the elderly as they enter the facility.
3. Walk throughout the parking lot, venue lobbies, the event space and guest washrooms at different intervals throughout the evening.
4. Sweep up cigarette butts, broken glass, garbage, etc., outside the front entrance as required throughout the evening to assist with the maintenance of the front entrance and to ensure the necessary safety provisions are in place for our patrons.
5. While walking throughout the lobby areas, pick-up dirty glasses and place them on the bars for clean-up to assist with the maintenance of the lobby areas and to ensure the necessary safety provisions are in place for our patrons.
6. While walking through the lobby areas, assist with the appearance of the venue business cards/promotional material to maintain a clean and orderly display.
7. Should a patron vomit, cause a spill, etc. security are required to notify the venue staff/management as soon as possible for clean-up and to supervise the area in question until the area has been properly cleaned.
8. While monitoring the front entrance, ensure guests do not bring beverages outside.
9. Ensure guests whom are smoking are doing so in the designated smoking areas and within the required radius from the building.
10. Ensure troublesome guests are pointed out to upper management for monitoring purposes.
11. Should a fight or altercation occur, security are required to record the time and location of the situation and report the details to the closing manager at the end of the evening.

******

*Revised February 19th, 2017 Diane Kolodziej*