



Dedicated to entertaining East Lansing responsibly

### **Best Management Practices for Celebratory Events**

- 1) Communicate with fellow RHC members and law enforcement prior to the event.
- 2) Meet your staff prior to the event to make a plan.
- 3) Employ extra staff and security the night of the event, for example:
  - An additional manager on the floor.
  - Extra door staff and security.
- 4) Eliminate glass. Serve beverages in plastic cups.
- 5) Take extra precautions in evaluating intoxicated patrons.
- 6) Use the RHC Phone tree:
  - Notify fellow RHC members when evicting problem patrons or groups.
  - Notify members of any potential problems.
- 7) Communicate with law enforcement on the night of the event:
  - Do not hesitate to call ELPD with legal issues.
  - Establish a hotline or designated cell phone number to communicate directly with police on the street.
- 8) Have an emergency plan:
  - In case of civil unrest, be prepared for the possibility of tear gas being deployed by law enforcement and take the following precautions: eliminate lines, keep doors closed and patrons inside, and beware of tear gas entering your establishment via hoods or make up air systems.
  - Communicate with each other and police regarding hours of operation and the potential of closing business early.
  - Comply with all police requests.