

**Project Overview:**

The Surrey Hospitals Foundation is seeking a licensed and professional security firm to provide 24/7 site security and event-specific guest management for the 2026 *Celebration of Care Gala*. This includes continuous security presence from 6:00 AM on February 27, 2026, to 8:00 AM on March 1, 2026, as well as a customized security plan for managing up to 500 guests during the gala at Aria Banquet Hall.

Scope of Work & Deliverables:General Site Security (24/7 Coverage)

- Provide licensed, uniformed security personnel to monitor the event premises (exact location to be provided)
- Security begins 6:00 AM on February 27, 2026 and ends 8:00 AM on March 1, 2026
- Patrol site perimeter and monitor key access points throughout day and night shifts
- Prevent unauthorized access and protect any assets on-site during setup and teardown
- Maintain a security log with incident reporting protocol
- Provide shift rotation schedule with continuous coverage

Event Security

- Create and submit a custom event security plan for Aria Banquet Hall for up to 500 guests
- On-site security team during gala to manage:
 - Crowd management during guest arrival and departure
 - Perimeter access control (including emergency exits and staff-only areas)
 - Conflict de-escalation and guest safety
 - Support for medical emergencies (to work in coordination with First Aid responder)
- Clear chain of command and communication plan between security, planner, and venue staff
- Maintain discreet presence while ensuring safety and coverage of key zones (e.g. bar, coat check, VIP areas)

Proposal Requirements:

Company profile, licensing, and insurance documentation

Experience providing 24/7 security for high-profile events and galas

Proposed staffing plan for 24/7 site security (number of guards, shift lengths, supervision

Proposed security plan for the gala (site-specific, including number of guards and placements)



Uniform policy (standard or branded options)
Communication protocol (radio, point of contact, escalation process)
Recent references from similar events or clients
Confirmation of 24/7 availability and emergency backup resources

Budget:

Please submit a detailed quote including:

- Hourly rate per guard
- Total estimate for 24/7 coverage (Feb 27–March 1)
- Total estimate for gala security staffing and planning
- Any setup, travel, or admin fees

Evaluation Criteria:

Experience with high-capacity venues and luxury fundraising events
Strength and clarity of the proposed gala security plan
Professionalism and conflict resolution training
24/7 support capability and emergency response readiness
Licensing, liability coverage, and insurance
References from comparable event or nonprofit clients

Submission Deadline: July 23, 2025

Submit To: Kimberly Harmsen kimberly.harmsen@fraserhealth.ca