



Knox Center Notifications
 Texas Ranger Hall of Fame & Museum
 PO Box 2570
 Waco, Tx 76702
 Telephone: (254) 750-8631 Fax: (254) 750-8629



Event Date: _____

Lessee: _____

Security Notification: Security Required No Security Required

Event Includes: (check all that apply)

Student Event Music & Dancing Service of Alcohol Museum Acces

Licensed Peace Officer or Coordinator Name	Telephone #	Mobile/Cell #
	() am / pm	Until () am / pm
Email Address	Required # of Officers	Security Time

*Student events, as well as events featuring museum access, and music and dancing require one licensed peace officer for 1 to 150 attendees and two licensed peace officers for more than 150 attendees. All events with alcoholic beverage service require a minimum of 2 guards. Additional guards may be required at the discretion of museum management and security personnel.
 *Security must be in place 30 minutes prior to event start time and 30 minutes after event end time.
 *Lessee is responsible for paying all costs related to security.

Catering Notification: Food Service Only No Food Service Food & Alcohol Service

Catering Company	Contact Person	Telephone #	Mobile/Cell #
Alcohol Caterer, if different	Contact Person	Telephone #	Mobile/Cell #

LESSEE or CATERER	\$
Responsible for Catering Fee (Circle One)	Approx. Total Cost of Catering

*All food and/or alcoholic beverages served at Knox Center must be catered by a pre-approved caterer.
 *Lessee guarantees that caterers serving food and/or alcohol in Knox Center will pay a 10% catering fee to the museum.
 *Lessee guarantees that all garbage related to catering services will be placed in the dumpster outside Knox Center.
 *Events including the service of alcohol require security as stated above.
 *Lessee is responsible for paying all costs related to catering.

Set-up Date & Time:	Museum Access Notification:
/ / () am / pm Until () am / pm	() am / pm Until () am / pm
Set-up Time	Museum Access Time

*Museum access for a period of two hours is available at no cost, but additional hours access may be purchased for \$100 per hour.
 *Events featuring museum access require security as stated above.

 Lessee's Signature

 Date

