



**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 Access

Licensed Peace Officer or Coordinator Name

Telephone #

Mobile/Cell #

Email Address

Required # of Officers

( ) am / pm Until ( ) am / pm  
 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 #

\*All food and/or alcoholic beverages served at Knox Center must be catered by a pre-approved caterer.

\*Lessee pays an upfront catering/kitchen fee for event.

\*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  
 Set-up Time

( ) am / pm Until ( ) am / pm  
 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