



**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:** \_\_\_\_\_

**Event Coordinator:** \_\_\_\_\_

**Security Notification:**       Security Not Required                       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 #
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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:**       No Food Service                       Food Service Only                       Food & Alcohol Service

Catering Company	Contact Person	Telephone #	Mobile/Cell #
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Alcohol Caterer, if different	Contact Person	Telephone #	Mobile/Cell #
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Notes or Comments	\$
	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.

**Museum Access Notification:**                       No Museum Access                       Museum Access

Notes or Comments	(     ) 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.

\_\_\_\_\_  
 Event Coordinator Signature

\_\_\_\_\_  
 Date