



Knox Center Rental Checklist
Texas Ranger Hall of Fame & Museum
PO Box 2570
Waco, TX 76702

Telephone: (254) 750-8631 Fax: (254) 750-8629



Date is reserved when all items below are returned and approved.

_____ Complete, Sign and Return **Request for Booking Form (please check available dates on line) and Knox Center Rental Agreement**

_____ **Submit Identification** (State issued ID or Driver’s License) and **daytime contact information** for the responsible Event Coordinator or Contact Person.

_____ Submit Room Fee Total

Two Weeks Before the Event

Event is regarded as confirmed when all items below are returned.

_____ Return Knox Center **Security and Catering Arrangements Form** – Due 2 Weeks Prior to Event

_____ Return Event **Room Setup Preferences** – Due 2 Weeks Prior to Event – Room setups that are changed within 72 hours of the event are subject to a \$100 fee.

_____ Submit **All Remaining Event Fees** – Due 2 Weeks Prior to Event - Reservation may be invalidated if balance is not received.

Setup and Balance Due Date:_____