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

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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: ____________________________