The National Ranching Heritage Center (NRHC) is a unique and ideal location for your special events. The information below will help you decide if our facilities will meet your needs and how we can work together to create an event that’s right for you.

**Who Can Rent the National Ranching Heritage Facilities?**

Grounds and facilities of the NRHC may be used only for university and public educational, research and entertainment purposes. No personal use of facilities, equipment or grounds will be permitted. No facilities may be rented for weddings; wedding receptions; engagement or rehearsal dinners; private parties; or political, religious or commercial activities. The NRHC reserves the right to refuse use of the facilities to anyone. Priority use of the Pitchfork Pavilion will be given to school children on prearranged tours during lunchtime.

Because the NRHC is a museum, all structures, fences, windmills, landscaping, statues, rail cars, etc. are considered part of the historical exhibit space. Visitors are not allowed to climb on hills or structures, enter historical buildings or handle artifacts. Visitors, guests, caterers, entertainers or staff member will be charged for any damage, theft, vandalism or other destructive event that may occur as a result of their actions.

The NRHC is a **non-smoking, tobacco-free area** both inside the museum building and outdoors in Proctor Park and the J.J. Gibson Park. There are no exceptions for visitors or event staff.

**Spaces Available for Use**

**McCombs Gallery**

This 2000-square-foot facility offers a climate-controlled space for receptions and banquets. The room is equipped with the latest technology for audio-visual needs.

**Capacity:**

- Banquet — 300
- Reception — 450
ANDERSON ROOM (with or without Lott Patio)
This 1,600-square-foot facility offers a quiet, climate-controlled space for meetings and small gatherings. The room is equipped with the latest technology for audio-visual needs.
Capacity:
- Banquet — 80
- Classroom — 72
- Theater — 120
- Reception — 120

PITCHFORK PAVILION (with or without Lott Patio)
This 2,000-square-foot area offers a covered patio suitable for dinners and receptions. The wall doors can be opened or closed. Overhead fans provide additional ventilation.
Capacity:
- Banquet — 70 (with food line inside Pavilion)
- Banquet — 100 (no food line inside Pavilion)
- Classroom — 112
- Theater — 130
- Reception — 130
LOTT PATIO (included with Anderson or Pavilion rental)
This 3,000-square-foot area offers a small patio suitable for dinners and receptions. The patio is used with the Anderson Room or the Pitchfork Pavilion to accommodate more people and/or entertainment. (No additional rental fee for the Lott Patio when either the Anderson Room or Pitchfork Pavilion is rented.)
Capacity:
- Banquet — 64
- Reception — 130

CAMPBELL PATIO
This 10,000-square-foot area offers an open brick patio suitable for dinners and receptions. It provides spacious room for entertainers and/or a speaker’s podium. The landscape and lighting adds ambiance to any event.
Capacity:
- Banquet — 300
- Reception — 450
6666 Barn
This 1,200-square-foot area offers an indoor space suitable for dinners and receptions. A permanent stage is accessible next to the seating area and can be used for entertainment or a speaker.
**Capacity:**
- Banquet — 70
- Reception — 125

Bridwell Board Room
This facility offers a climate-controlled space for formal meetings. The room is equipped with the latest technology for audio-visual needs. Meals are not allowed to be served, but snacks and drinks for your meeting are allowed.
**Capacity:** 22

Seating arrangement may decrease or increase capacity. Capacity increase with reception style events.
Room Setup Styles

- **Block Style**
  Conference tables placed in a rectangular outline with open space in the middle. Appropriate for groups fewer than 40 where there is a group leader or panel seated at the head of the set up.

- **Exhibit Style**
  Allows for seating to be surrounded by display areas.

- **Classroom Style**
  Rows of tables with 2-3 chairs at each one, with tables arranged to face the front of the room. Most desirable for long lectures.

- **Auditorium/Theater Style**

- **Theater Style**
  Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Appropriate for short lectures or larger groups that do not require extensive note-taking.

- **U-Shape**
  U or C shaped table set up with chairs on outside perimeter. Perfect for presentations that include group discussion, note-taking or handouts.

- **Banquet Style**
  Round tables with 8 chairs. Perfect for served meals and/or conference sessions with small breakout or discussion groups.

Special Needs and Equipment

Renters and/or entertainers must contact John Gonzales or Rick Potts at (806)742-0498 no later than 48 hours prior to the event to make requests regarding equipment. Changes made less than 48 hours prior to an event may not be honored and/or may be subject to additional charges.

A limit of 160 total amp service will be allowed for any sound equipment, lighting, etc. No more than three circuits may be used for any event equipment. Any deviation will require permission from the Director of Operations or Executive Director.
To obtain access to the Texas Tech Network, renters must contact Dr. Robert Tidwell or John Gonzales at (806) 742-0498 five (5) business days prior to the event in order to allow time to contact IT Services and make the arrangements.

Setup, Breakdown and Security

NRHC staff will setup and put away any tables, chairs and equipment supplied by the center. Renters are required to remove all trash, containers and material brought to the event and leave the rental area in the same condition as when they arrived.

Groups that reserve NRHC space will be responsible for the care of that space during the event and for cleanup afterward. Reparations for damage to the facility through negligence or abuse will be assessed to the responsible group. Caterers must comply with the rules and regulations established by the Museum, NRHC, and Texas Tech University. Caterers disregarding instructions given by authorized Museum, NRHC, or university personnel may be denied future access.

All guests to the NRHC must obey any instructions from the NRHC security staff as well as rules stated in this document affecting the security and integrity of the historical park.

Changes and Cancellations

Renters must contact John Gonzales or Rick Potts at (806)742-0498 no later than 48 hours prior to the event and provide a final count of participants as well as information regarding caterers and/or entertainers. Changes requested less than 48 hours prior to an event may not be honored and/or may be subject to additional charges. Cancellations will result in no additional charges other than the non-refundable deposit.

Caterers and Entertainers

Top Tier is the preferred vendor for events at the NRHC. Their contact information is: Top Tier Catering (806) 742-0400. [http://www.toptiercatering.ttu.edu/catering/](http://www.toptiercatering.ttu.edu/catering/)

Renters desiring catered events are free to choose and contact any caterer. Caterers must contact Environmental Health and Safety three to four weeks prior to the event to acquire a Temporary Food Permit. An application for the permit may be found online at [www.ehs.ttu.edu](http://www.ehs.ttu.edu).

Caterers are responsible for linens, china, silverware and any other dining needs. These will not be provided by the NRHC.

Caterers must have a staff large enough to facilitate cleanup and removal of catering equipment, food and trash. Unless otherwise permitted, nothing from the event must be left for removal or cleanup.
Entertainers are limited to 160 total amp service for any sound equipment, lighting, etc. No more than three circuits may be used for any event equipment. Any deviation will require permission from the Director of Operations or Executive Director.

Caterers and entertainers must comply with the rules and regulations established by the NRHC and Texas Tech University. The NRHC reserves the right to deny access to any caterer or entertainer who violates or disregards not only the policies in this document but also instructions given onsite by authorized NRHC or university personnel.

Requirements for caterers other than Top Tier are listed below and are from the Texas Tech Operating Policy: [https://www.depts.ttu.edu/opmanual/OP72.05.pdf](https://www.depts.ttu.edu/opmanual/OP72.05.pdf)

For all other events, vendors/caterers must meet, at a minimum, the following criteria:

(a) Alcohol can be served or sold only by vendors properly licensed by the Texas Alcoholic Beverage Commission (TABC) to serve or sell.

(b) All servers must be TABC certified and follow the TABC rules concerning the serving and sale of alcohol.

(c) The vendor is required to provide proof of licensure and shall ensure all servers are TABC certified.

(d) The vendor is required to carry liquor liability insurance if the vendor is operating a business that distributes, sells, or serves alcoholic beverages or if its activities require a liquor license. They must maintain liquor liability insurance that includes TTUS and its Board of Regents officers, employees, agents, and volunteers as additional insured. The vendor shall carry the following limits of liquor liability as required below:

<table>
<thead>
<tr>
<th>Each Occurrence</th>
<th>Aggregate</th>
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</thead>
<tbody>
<tr>
<td>$1,000,000</td>
<td>$2,000,000</td>
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</table>

The policy must be submitted and kept on file in the Procurement Services department. All policies must have a 30-day notice of cancellation provision.

(e) The event agreement from the vendor/caterer must contain a clause indemnifying TTU and TTUS along with evidence of insurance compliant with current TTU and TTUS standards.

**Alcoholic Beverages**

The Texas Alcoholic Beverage Commission (TABC) governs the sale and service of alcohol. All alcoholic beverage bars must be staffed with a licensed bartender who is certified by the TABC. No one under the age of 21 will be served. Bartenders must display their TABC license when they are serving and are expected to card anyone who appears to be under the age of 30.
The serving of alcoholic beverages as part of an event on the university campus, either inside the museum or on the grounds, also requires written permission from the Texas Tech Office of the President, unless Top Tier is the caterer. The renter is responsible for securing this permission in a timely manner that will allow the Office of the President to provide a written response prior to the event. Once this approval has been received, the renter must forward the approval to the NRHC prior to the event. The NRHC reserves the right to deny the serving of alcohol without the necessary approval letter.

The Food and Alcohol Form can be found at: https://www.depts.ttu.edu/aged/toolbox/blank_food_form.pdf

This form serves to document the approval of sales and services of alcoholic beverages on the Texas Tech University campus in accordance with Operating Policy 61.02. Complete the form at least two weeks prior to the event and email or mail to:

Lori Ortiz-Guerrero
TTU President’s Office
Box 42005
Lubbock, TX 79409-2005
or email lori.ortiz-guerrero@ttu.edu

When the form has been signed by the President’s Office and returned to you, send the signed form to:
Rick Potts
National Ranching Heritage Center
Box 43200
Lubbock, TX 79409
rick.potts@ttu.edu

Additional Usage and Restriction Policies

- Activities must be confined to the room rented. Additional space is subject to additional fees and must be pre-arranged.
- Food and drink are restricted to the dining areas.
- No setup is allowed closer than 5 feet from any work of art.
- Modification or rearrangement of NRHC facilities, equipment, exhibits or materials to accommodate an event or group activity must be approved in advance by the director or facilities manager.
- Confetti, glitter or helium-filled balloons cannot be used inside the museum.
- No adhesive tapes, nails, staples, tacks or other attachment devices may be used to attach items (e.g., banners, signs, placards, linens) to the walls, tables, ceiling, floors, furniture, fences, structural supports or other facility surfaces.
- No open flames (e.g., candles, lanterns) are permitted.
- Only service animals are permitted.
- No combustible materials, water fountain displays, popcorn or popcorn machines, and smoke or fog machines may be used within buildings.
• All decorations or items not owned by NRHC must be removed from the rental space the day/evening of the event unless prior arrangements have been made with facilities manager.
• No fireworks or pyrotechnics are allowed on NRHC property.
• Generators must be pre-approved by Operations Director Rick Potts.
• All transport carts are restricted to soft rubber-wheeled vehicles owned by NRHC and driven by NRHC personnel.
• The NRHC reserves the right to deny any activity or equipment usage that could damage the museum or its contents.
• **A cleaning fee of $500 will be charged to any renter whose event violates the restrictions listed here and/or the activities or decorations resulted in excessive cleanup.**
• All renters are responsible for complying with the laws of Texas Tech University and the State of Texas.
• The NRHC is not responsible for any items lost or damaged during an event.
• Firearms are not permitted at the NRHC.
• No vehicles may be parked within the historical park area without permission from the Director of Operations or the Executive Director.
• Gates will be kept closed. If entering a gate to unload or load equipment, food, etc. for an event, renters are required to close the gates anytime someone passes through.
• Food trucks are required to obtain a temporary food permit from TTU. The application is online at [https://www.depts.ttu.edu/ehs/web/tempfoodpermit.aspx](https://www.depts.ttu.edu/ehs/web/tempfoodpermit.aspx)

**Booking an Event**

Contact one of the individuals below to inquire about the availability of space, ask for more information or initiate the booking of an event.

John Gonzales  
National Ranching Heritage Center  
3121 Fourth St.  
Box 43200  
Lubbock, TX  79409-3200  
(806) 742-0498  
john.gonzales@ttu.edu

Rick Potts  
National Ranching Heritage Center  
3121 Fourth St.  
Box 43200  
Lubbock, TX  79409-3200  
(806) 742-0498  
rick.potts@ttu.edu
Fees (Includes Security Personnel and Setup): Seating arrangements may decrease or increase capacity. Capacity increases with reception style events.

<table>
<thead>
<tr>
<th>VENUE</th>
<th>NRHC Open Hours</th>
<th>Evenings and Weekends</th>
<th>Seats</th>
<th>MICROPHONE PROJECTOR STAGE AVAILABILITY</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Mon-Fri 8 a.m. - 5 p.m.</td>
<td>Includes Security and Setup</td>
<td></td>
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<tr>
<td><strong>VENUE</strong></td>
<td><strong>DAYS AND TIMES</strong></td>
<td><strong>Seats</strong></td>
<td><strong>AVAILABILITY</strong></td>
<td></td>
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<tr>
<td>McCombs Gallery</td>
<td>$1,000</td>
<td>$1,500</td>
<td>300</td>
<td>Yes</td>
</tr>
<tr>
<td>Anderson Room - Includes Lott Patio</td>
<td>$825</td>
<td>$1,300</td>
<td>80</td>
<td>Yes</td>
</tr>
<tr>
<td>Bridwell Board Room</td>
<td>$500</td>
<td>$750</td>
<td>22</td>
<td>Yes</td>
</tr>
<tr>
<td>Pitchfork Pavilion - Includes Lott Patio</td>
<td>$825</td>
<td>$1,300</td>
<td>100</td>
<td>No</td>
</tr>
<tr>
<td>6666 Barn</td>
<td>$825</td>
<td>$1,300</td>
<td>70</td>
<td>No</td>
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<tr>
<td>Campbell Patio</td>
<td>$950</td>
<td>$1,500</td>
<td>300</td>
<td>No</td>
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</tbody>
</table>

**TTU Entity or Ranching Heritage Association Member**

| VENUE                          | NRHC Open Hours | Evenings and Weekends | Seats | MICROPHONE PROJECTOR STAGE AVAILABILITY |
|                                | Mon-Fri 8 a.m. - 5 p.m. | Includes Security and Setup |       |                                        |
| McCombs Gallery                | $750            | $1,200                 | 300   | Yes                                    |
| Anderson Room - Includes Lott Patio | $625          | $1,050                 | 80    | Yes                                    |
| Bridwell Board Room            | $250            | $500                   | 22    | Yes                                    |
| Pitchfork Pavilion - Includes Lott Patio | $625          | $1,050                 | 100   | No                                     |
| 6666 Barn                      | $625            | $1,050                 | 70    | No                                     |
| Campbell Patio                 | $750            | $1,200                 | 300   | No                                     |

**Additional Charges**

- Stage (indoor use only and not available in all areas): $150
- Wireless Microphone (not available in all areas): $150
- Projector (not available in all areas): $100
- Extension cords, computer cables: $50
- After hours video or photography sessions: $1,000
RENTAL AGREEMENT

If you agree with the rules and regulations stated in this Rental Facilities document and have temporarily reserved a rental space from the National Ranching Heritage Center, sign this rental agreement and return it to John Gonzales or Rick Potts at the NRHC to finalize your reservation.

**Deposits and Payments**

Departments and units within Texas Tech University and the Texas Tech University Health Sciences Center will be required to provide their FOP upon confirmation of room rental at the NRHC. Other groups must pay a non-refundable deposit of 25% of room rental cost in order to confirm a facility reservation. Payments may be made with check, cash or Texas Tech fund transfers. Checks should be made payable to National Ranching Heritage Center, Box 43200, Lubbock, TX 79409.

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Contact Name:</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>Email:</td>
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<tr>
<td>Event Type:</td>
<td>Event Date:</td>
</tr>
<tr>
<td>Number of Participants:</td>
<td>Event Time:</td>
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<tr>
<td>Food Caterer:</td>
<td>Alcohol Caterer:</td>
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<tr>
<td>Entertainment or Speaker:</td>
<td>Special Requests:</td>
</tr>
<tr>
<td>TTU/TTUHSC FOP if applicable:</td>
<td>Deposit:</td>
</tr>
<tr>
<td>Signature:</td>
<td>NRHC Rep:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
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</table>

*When the NRHC office receives the signed rental agreement, you will be sent an email confirming your event.*