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 Museum 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, 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 members 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 workers.

Fees

$100 Setup Fee
$750 Per rental area
$750 Video or Photography Sessions
$30 Per hour per guard after closing hours—Two security guards will be required for a minimum of four hours each for an event with less than 75 guests ($120 each for a total of $240). One additional staff member at the same pay rate will be required for each additional 50 guests. One guard will be required for video or photography sessions.

$50 Projector (not available in all rental areas)
$150 Portable Stage (indoor use only)
$150 Wireless Microphone (not available in all rental areas)
After hours, video or photography sessions may be arranged for the normal $750 rental fee and overtime for one guard at $30 an hour for a minimum of four hours (4*$30=$120). The subject matter must be preapproved by the Executive Director and follow the NRHC photo policy.

Spaces Available for Use

**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.

**Rental Fee:** $750

**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 doors can be opened or closed.

Rental Fee: $750
Capacity:
  - Banquet — 70 (with food line inside Pavilion)
  - Banquet — 100 (no food line inside the 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.)
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.

Rental Fee: $750
Capacity: 200

Campbell Patio (south view with setups)
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.

**Rental Fee:** $750

**Capacity:**
- Banquet — 70
- Reception — 125

6666 Barn interior with setups
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.

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

A podium with a wired microphone is available at no charge. Additional equipment can be provided as follows:

- Projector $50
- Stage (Portable) $150
- Wireless Microphone $150
Renters and/or entertainers must contact John Gonzales or Vicki Quinn-Williams 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.

### 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.

### Setup, Breakdown and Security

All rentals will incur a $100 setup/breakdown fee. Regardless of when the event occurs, 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.

All activities that occur at the NRHC after normal operating hours (Monday-Friday 8 a.m. to 5 p.m., Saturday 9 a.m. to 5 p.m. and Sunday 1:00 p.m. to 5:00 p.m.) or holidays require the presence of NRHC security personnel for setup, breakdown and protection of the museum and its contents. Staff members at the NRHC or within Texas Tech University may not volunteer to serve in a security role. If access to the rental site is required before normal opening time, the guard fee of $30 an hour will be incurred with at least one hour to be charged.

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. For each event occurring weekends, holidays or evenings, the following setup, breakdown and security fees will be added to the room rental:

- For events less than 75 participants, two (2) NRHC security guards will be required at a cost of $30 per guard per hour. Each guard will be paid for a minimum of four hours plus any time in excess of the minimum.
• One (1) additional NRHC security guard will be required for each additional 50 guests and will be paid $30 per hour for a minimum of four hours plus any time in excess of the minimum.

Changes and Cancellations

Renters must contact John Gonzales or Vicki Quinn-Williams 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

Renters desiring catered events are free to choose and contact any caterer. The Director of Operations will be happy to provide suggestions if needed. 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.

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.

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. 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 events. The NRHC reserves the right to deny the serving of alcohol without the necessary approval letter. To view the alcohol approval form to be sent to the Office of the President, see the Addendum at the end of this document.

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.
- No generators may be used on NRHC property.
- 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.

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

Vicki Quinn-Williams
National Ranching Heritage Center
3121 Fourth St.
Box 43200
Lubbock, TX  79409-3200
(806) 742-0498
vicki.quinn-williams@ttu.edu
ADDENDUM: Permission Form to Serve Alcohol

Sales and Services of Alcoholic Beverages Approval
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

Name of the event:
Hosting department:
Department host:
Date(s) and time(s) of event:
Location of event: National Ranching Heritage Center
Detailed description/business purpose of event:
Information about attendees:
Caterer:

For Alcohol Sales and Services:
I acknowledge:
Identification will be checked for all attendees
The caterer will provide the TABC certified bartender in compliance with OP 61.02
The caterer will provide the security services in compliance with OP 61.02
No alcohol will be served to anyone under the age of 21

I certify that to the best of my knowledge the above information is complete and accurate. The coordinator of the facility will be responsible for keeping all approvals on file for each event where alcohol is sold or served.

Host Signature_____________________________________________________ Date __________________

President’s/Chancellor’s______________________________ Date ________________

Complete this form at least one week 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:
Vicki Quinn-Williams
National Ranching Heritage Center
Box 43200
Lubbock, TX 79409
vicki.quinn-williams@ttu.edu
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 Vicki Quinn-Williams at the NRHC to finalize your reservation.

______________________________  _________________________
Signature  Date

______________________________  _________________________
Group Name  Event Date

______________________________
Estimate of maximum number of participants

______________________________
TTU or TTUHSC FOP # (if applicable)

______________________________  _________________________
NRHC Representative  Date

Please complete and submit the rental information form located at http://www.depts.ttu.edu/nrhc/about/facilitiesrental.php

When the NRHC office receives (1) the rental agreement and (2) the rental information form, you will be sent an email confirming your event.