

## **TEXAS COUNTRY MUSIC HALL OF FAME RENTAL INSTRUCTIONS**

The key only opens the double doors on the west side of the building.

**(Note: Once the doors are unlocked with this key they will remain unlocked until you put the key back into the lock and relock the doors.)**

The small Allen wrench that is on the same key ring unlocks (from inside) the glass doors at the front of the building. To open front doors, press bar IN and tighten round keyhole with Allan wrench (straight bar on key ring---the smaller one). To LOCK, use Allen wrench (straight one). Turn it until bar comes OUT.

Turn lights on/off at back door. Press button 1 to turn on and 2 to turn off and light will gradually turn off/on.

**PLEASE DO NOT FORGET TO LOCK THESE DOORS WHEN YOU LEAVE FOR THE LAST TIME.**

The large Allen wrench does the same for the wooden doors in the foyer that open into the big room. These doors must be opened from the inside of the big room. If they close and are not unlocked they will be locked out of the room.

Before your event, make arrangements with Cindy Deloney on how you would like the tables/chairs set up for your event. Also, let her know if there is anything that needs to be moved from the room or the hallway.

**PLEASE DO NOT ATTEMPT TO MOVE ANY OF THE MUSEUM PIECES ON YOUR OWN.**

You will also need to know about the lights and how they work and the sound equipment if you are using it. Need to ask Cindy or ask people in the gift shop.

The kitchen is a caterer's kitchen only. You will need to bring your own washing soap, towels, utensils, dishes, etc. However, there is a commercial ice machine for the use of anyone renting the facility. Please leave it clean! **IF THIS IS A LARGE BANQUET THAT IS CATERED, PLEASE PUT TRASH BAGS IN DUMPSTER OUTSIDE. DO NOT LEAVE ANY FOOD IN THE REFRIGERATOR, ON THE TABLES; OR IN TRASH CANS. MAKE THIS KNOWN TO YOUR CATERER. IF REFRIGERATOR, TABLES OR TRASH CANS ARE NOT LEFT CLEAN - PART OF DEPOSIT MAY NOT BE RETURNED**

Your rental fee for this room does not include the museum. Museum doors will be locked unless special arrangements are made prior to the event. You may check with Tommie Ritter Smith at the museum office to make special arrangements.

If you want to use the piano, please make arrangements ahead of time for the piano to be in the room.

**Microphone:** Power button is inside front corner closet. Red one on far Right. Remember to turn it OFF when you leave. **Use microphone #2 for volume.** There are 3 microphone plugs around the stage platform are. Only one IN plug.

**Projector:** there are 2 plugs for the mounted projector, one on each side of the stage. If you need the projector please let Cindy know when you arrange the setup so she can show you how to use.

The public restrooms are down the hallway to the left of the Gift Shop. The doors are marked.

Garbage bags and cans are provided. Please close up the garbage in the bags and **PUT TRASH BAGS INTO DUMPSTER OUTSIDE.**

If you have any mechanical problems with building, first call John Ramsey 903-692-2095.

If you pass the key to someone else in your party at any time while you are responsible for it, **PLEASE MAKE SURE THEY READ THESE INSTRUCTIONS.**

**PLEASE RETURN THE KEY TO CITY HALL THE FIRST WORK DAY AFTER YOUR EVENT.**

---

LESSEE, individually and as authorized representative of the group