

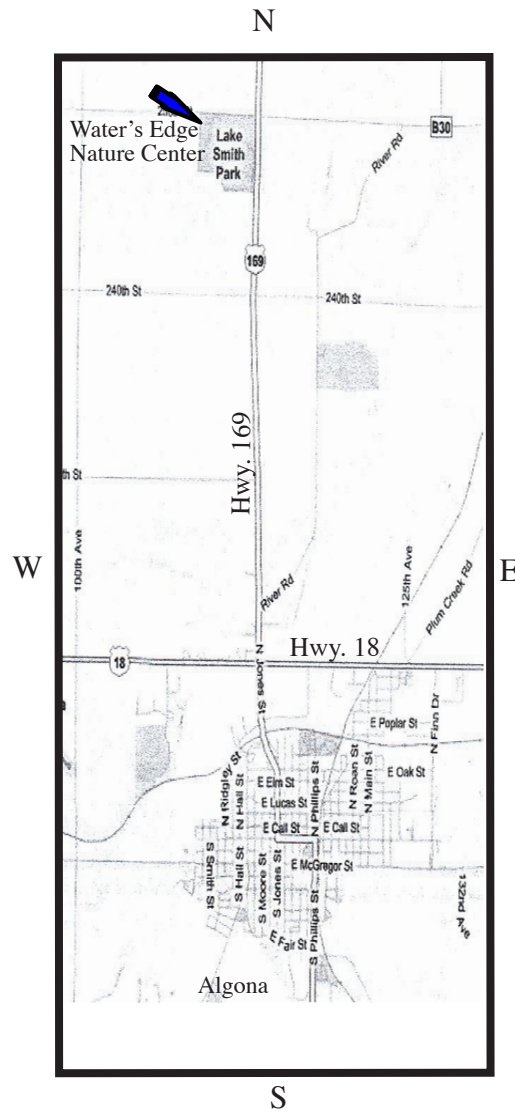


K
i
t
c
h
e
n

a
n
d

D
i
n
n
i
n
g

R
o
o
m



Water's Edge Nature Center is located 3 miles N of Algona on Hwy. 169 and 1/4 mile W on the B30. Entrance road to nature center is on the S side of B30.

Call 515-295-2138 for reservations.

Layout and design by: Nancy Gourley

Water's Edge Nature Center



Meeting Room Rental Information



Water's Edge Nature Center
1010 250th Street
Algona, Iowa 50511

Phone: 515-295-2138

Fax: 515-295-6833

E-mail: kccb@awcmail.com

Web: watersedgenc.com

Meeting Room

Can be used for business meetings, family reunions, weddings, anniversaries, graduations, birthdays and many other



Available Facilities

The large meeting room for rental measures 35' x 45' and seats approximately 120 people with tables and chairs. A full service kitchen is adjacent to the room and is included in the rental fee. Approximately 30 tables and 180 chairs are available to use and are included in the rental fee. Rest room facilities are located just outside the entrance door to the meeting room. A large (24' x 26') outdoor deck is also accessible from the meeting room and provides a great view of Smith Lake. Parking is available for at least 90 vehicles and the facility is fully handicapped accessible. The room capacity of the large meeting room for fire code purposes is 219 with chairs.

Accessibility

- 1) Public areas on main floor; easy navigation for handicapped and elderly.
- 2) Ample parking and convenient drive-up access.
- 3) Located on Hwy. 169, 3 miles north and then 1/4 mile west on county road B30.



Water's Edge Nature Center

Rental Rates

**Weekend Rental Rates:
(No hourly rental) \$200 a day**

Hours: 8:00 A.M.-1:00 A.M.

**Weekday Rental Rates: \$30 an hour
(minimum 2 hours)**

Hours: 8:00 A.M.-1:00 A.M.

A) For private use, service club use, or by conservation education organizations for social engagements. All setting up and tearing down meeting room and cleaning must be included in rental time.

The rental payment check and damage deposit check are paid at the time of booking the reservation. A reservation agreement will be signed and the rental policy will be reviewed and provided to the renter at this time. Checks will not be cashed until after the scheduled event.

B) For Conservation/Educational organization.

Reservations as schedule allows at no charge at the discretion of the staff if a program is provided by a KCCB staff or for conservation or educational purposes. A damage deposit may be required.

Damage Deposit

A minimum damage deposit of \$200.00 will be left with the Kossuth County Conservation Board as security against any damage caused during rental. Higher deposits may be required at the discretion of the Conservation Board. The amount of deposit in no way limits the monetary amount that the renter may be responsible for. This will be determined by the actual cost of cleanup as noted below, and /or repair of damage in materials and time (time will be charged in one hour increments at \$30/hour). Damage to any equipment or supplies of the Kossuth County Conservation Board will be included in the damage assessed to the renter.

Renter Responsibilities

- The renter is responsible for making arrangements to pick up a key before event.
- Smoking is prohibited everywhere inside the Water's Edge Nature Center, on the deck and in the outdoor classroom. Smoking is allowed only in designated areas.
- Declaring whether or not alcohol will be present and making the deposit and rental payments in a timely manner.
- Return one copy of the rental agreement with your payment.
- Make sure that the guests follow parking rules. All motorized vehicles are allowed only on designated roadway and parking lot area.
- No nails, staples or pins may be used on any part of the Water's Edge Nature Center, in or outside. If you wish to attach decorations to any part of the building, check with staff prior to your rental.
- The renter is responsible for clean up of the facility and placing trash in the dumpster. Brooms, mops, garbage bags, paper towels etc. are available in the storage room.
- Take down all decorations, inside and outside.
- Return the tables and chairs in the meeting room to the original set-up.
- Make sure all exterior doors are locked prior to leaving the building and leave the keys on the kitchen counter.

Conditions of Use

The Water's Edge Nature Center may be rented by groups or individuals. Rental privileges may be revoked due to past abuses of those privileges.

Reservations for weekday dates may be made from October 1 to September 30. Weekend reservations, (Saturday or Sunday) may be made up to one year in advance. All reservations must be made at least seven days prior to the event.

Under no circumstances will any staples, pins, nails or other fasteners be placed on the wall, woodwork or deck of the nature center. All such penetrations will be charged to the renter as damage to the facility. A designated tack board is available on the west wall for placing decorations. Material for affixing items to any surface must be approved by the KCCB and no other materials will be used.