

## Information You Should Know

- HWR is a nonsmoking property and alcohol is prohibited.
- Rental time must include set up and clean up. Facilities must be vacated by the scheduled rental conclusion. Deposit will be forfeited if your meeting runs over.
- Fees are due when noted on your rental agreement. Cancellations are accepted up to two weeks before an event, or 50% of the fee will be forfeited.
- There is no refund for early conclusion of an event.
- A \$50 refundable security deposit is required of all rentals.
- HWR schedules rentals only during regular operating hours (hours listed on back).
- HWR facilities cannot accommodate weddings, receptions or open-house style events. Outdoor ceremonies are not permitted.
- Space rented will be closed to the public, but the rest of the Nature Center will remain open. Expect a noise level consistent with regular operations.
- Your event must be contained in the space rented. We cannot accommodate breakout sessions in separate rooms.
- Rules of behavior at the Reserve apply to your rental and must be enforced by the renter throughout the rental period. Policies and procedures will accompany your rental agreement.
- Children in your group must be accompanied by an adult throughout the Nature Center. No child is permitted to play in the Discovery Den or Keepers Room without adult supervision.
- Tables and chairs are provided with the rental. Tables are 6 ft. by 30 inches and seat 3 on a side. Tables and chairs are for indoor use only.
- Catering and pot-luck are welcome. All catering equipment must be removed from the facility upon conclusion of your event, no later than close of Nature Center business. Kitchen facilities are available with Nature Center rentals only. No grilling is permitted (includes catered grills). HWR staff will quietly use the kitchen as needed during rentals.

continued on back.....

## Information You Should Know, cont.

- All facilities are to be left in their original condition. A room check out sheet will be mailed with reservation materials, and all rentals must check out with HWR staff or security deposit will be retained.

Note: HWR reserves the right to change facility rental policies and rates at any time.

### Heckrodt Wetland Reserve Operating Hours

Trails are open year round  
from 6 AM—9 PM

### Nature Center

Monday	Closed
Tuesday	8 AM—4:30 PM
Wednesday	8 AM—4:30 PM
Thursday	8 AM—4:30 PM
Friday	8 AM—4:30 PM
Saturday	11 AM—4 PM
Sunday	11 AM—4 PM

Buildings are closed Christmas Eve, Christmas Day, New Years Eve, New Years Day, Thanksgiving, and Easter.

Open 11AM-4 PM Memorial Day, Independence Day, and Labor Day.

No facility rentals on these holidays.



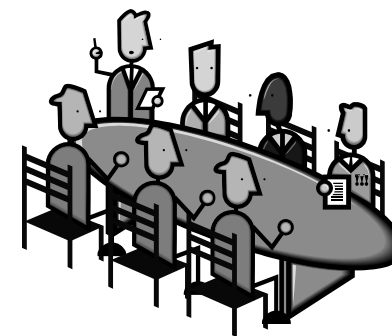
HWR is a 501(c)(3) not-for-profit organization.

*The mission of HWR is to enhance, restore, and preserve the Reserve and educate all people in the importance of conserving our natural resources while promoting the Reserve's many recreational opportunities.*

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# Facility Rentals

## Heckrodt Wetland Reserve



Availability is limited to regular operating hours on a first come, first served basis.

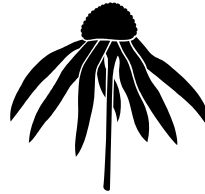
Please call for more information and to check available dates: (920)720-9349

# Nature Center Presentation Room

Please make an appointment to view the facilities. Walk-ins will not be guaranteed access.

Our presentation room is perfect for meetings and events, large and small.

- Boardroom table for small groups
- Projection wall for presentations
- Podium and microphone available (no cost)
- Access to kitchen for catering or pot luck
- Heated and air conditioned
- Gas Log Fireplace (in season) - HWR staff will light upon request
- Easy access to Nature Center restrooms
- For additional privacy, may be rented with Solarium for additional fee. (Solarium not heated or cooled) Solarium is not available alone.



Seating capacity:

- Board Table seats 16
- Room seats 72 banquet style (tables with chairs on both sides)
- Room seats 36-40 classroom style (tables with chairs on one side)
- Room seats 75 theater style (chairs only)

## Weekday Rental Rates

Presentation Room Alone:

	<u>Corp./Ind/Orgs</u>	<u>Non-Profit</u>
4 hours	\$ 100	\$ 75
Add/Hr.	\$ 25	\$ 20

Presentation Room + Solarium

4 Hours	\$ 125	\$ 100
Add/Hr.	\$ 35	\$ 25

**Weekend Rental** is by flat rate only and covers the time period 11 AM- 4 PM, no partial rental available:

Sat/Sun	\$ 125	\$ 95
w/Solarium	\$ 160	\$ 125



Rates effective July 1, 2008. Rates subject to change without notice.

# Environmental Learning Station (ELS)

The cabin in the woods provides space for a quiet reflective meeting or planning session.

- Heated and air conditioned
- No running water—bubbler only
- No kitchen facilities
- Nonflushing restroom facilities nearby
- Electricity available
- Outside deck
- Short walk to the Nature Center

Seating capacity:

- Seats 24 banquet style
- Seats 12 classroom style
- Seats 30 theater style



# Lopas Learning Station (LLS)

Rent away from the hub-bub of the Nature Center. Attached picnic pavilion perfect for an outdoor picnic.

- Heated, no air conditioning
- No running water—bubbler only
- No kitchen facilities
- Nonflushing restroom facilities nearby
- Electricity available
- Short walk to the Nature Center

Seating capacity:

- Seats 30 banquet style
- Seats 15 classroom style
- Seats 40 theater style



**HWR Educational programming has precedence over rental of the LLS and ELS**

## Rental Rates (ELS and LLS)

	<u>Corp/Ind/Org</u>	<u>Nonprofit</u>
4 hrs	\$ 75	\$ 50
Add/hr.	\$ 20	\$ 15

No weekend rental available.