



# Reservation Information

The Driftless Area Education and Visitor Center is available for reservation on a limited basis when the spaces are not in use for Allamakee County Conservation Board programs and other reserved events.

## Spaces Available For Reservation

### Board Room



**Location:** Main Level Floor of Driftless Center

**Capacity:** 18

12 seats at board table

6 seats outside around board table

*Anything larger than a group of 18 will be hosted in the classroom/event area.*

**Amenities:**

TV (HDMI, USB Connections)

Telephone

Board Table & Chairs

Restrooms

**Availability:** Year Round

### Classroom / Event Area

#### Basement Kitchenette



**Location:** Basement Level of Driftless Center

**Capacity:** 55

With small training tables, maximum seating available: 40

With large tables, maximum seating available: 30

With no tables, maximum seating available: 55

**Amenities:**

Kitchenette with sink, microwave, fridge/freezer

Restrooms

Tables & Chairs

Projector & Projector Screen (*must supply computer*)

Viewing Deck (*always open to the public*)

Patio Space (*always open to the public*)

#### Classroom / Event Area



**Availability:** Year Round



# Driftless Area Education & Visitor Center

## Reservation Form

Our building is nestled amongst the natural beauty of the river bluffs, Mississippi River, iconic Black Hawk Bridge, Driftless Area Scenic Byway, and the Great River Road, providing the perfect backdrop for your event. We offer stunning views, with two viewing decks, and an attached patio for your guests to observe all the sights of this unique setting.

Room Requested : Board Room:  Classroom / Event Area:  Training Tables  Large Tables  No Tables

Reservation Date : \_\_\_\_\_ Reservation Time : \_\_\_\_\_

Event Description : \_\_\_\_\_

Contact Name: \_\_\_\_\_

Best Number to Contact : \_\_\_\_\_ E-Mail : \_\_\_\_\_

Estimated Number of Participants / Attendees : \_\_\_\_\_ Open to General Public: \_\_\_\_\_

I/we, the undersigned, being of 18 years of age or older and desiring to entertain ourselves and agree to leave the site used in the same condition as found; agree to clean up what debris and litter may be deposited during our stay, within the time period agreed to; agree to be responsible for any damages done to property within the area by ourselves and/or our guests; agree to non-alcoholic beverages only; and finally, agree to abide by all rules and regulations and all laws of this state.

Allamakee County Conservation Board reserves the right to cancel any reservation at any time upon emergencies. Reservation are available free of charge; restrooms at the Center are open to the public during operational hours and not part of your reservation. A contract **MUST** be signed and returned via email or mailed to the office. If a reservation contract is **NOT** returned, the event will **NOT** be approved and will not be posted at the Center. A seven day notice is required in order to reserve the Center.

(Signature )

(Date)

**RETURN COMPLETED FORM TO:**

Scan & Email To: [accb.offmanager@gmail.com](mailto:accb.offmanager@gmail.com)

Mail: ACCB

1944 Columbus Road

Lansing, IA 52151

**For Further Questions Please Contact:**

Allamakee County Conservation Board

During Office Hours: M-F 8:00 a.m. - 4:30 p.m.

- Phone: 563-538-0401

- E-Mail: [accb.offmanager@gmail.com](mailto:accb.offmanager@gmail.com)

**Staff Purpose Only:**

Posted To Website Calender: \_\_\_\_\_

Notes: \_\_\_\_\_

Contacted Week Before To Confirm Reservation: \_\_\_\_\_

Posted "Reserved Sign": \_\_\_\_\_