



## THE WALLACE CENTERS OF IOWA

DES MOINES • RURAL ORIENT

756 Sixteenth Street  
Des Moines, Iowa 50314

tel: 515.243.7063  
fax: 515.243.8927

[www.wallace.org](http://www.wallace.org)

2773 290th Street, Orient, Iowa  
Mailing address: PO Box 363  
Greenfield, Iowa 50849

tel: 641.337.5019  
fax: 641.337.8261  
[www.wallace.org](http://www.wallace.org)

### THE FACILITIES AND GROUNDS AT THE HENRY A. WALLACE COUNTRY LIFE CENTER: 2018 Rental Information and Agreement

The Gathering Barn was completed in 2003 as a meeting and educational facility. Iowa's foremost historical architect, the late William Wagner, designed the building so that it is similar in general appearance to the original Wallace farmstead structure. Since it replicates the barn that stood west of the house in the early days of the farm, it adds authenticity to the historical site which is on the National Register of Historic Places.

We are eager to accommodate your rental needs. Please call us at 641-337-5019 to make your reservation.

**Availability:** The Gathering Barn is available to the public to rent outside of The Wallace Centers of Iowa's own programming, events, and restaurant hours of operation.

**Inside Capacity:** Gathering Room: 70 seated, 90 theater-style  
Second Floor Meeting Room: 30-35 seated

**Accessibility:** The building is handicapped accessible from the south side, with parking approximately 150 feet east of the building. There is a small elevator (lift) to the second floor meeting room space. The main floor rest room has handrails.

**Public Spaces and Equipment:** The public area of the barn includes the main floor Gathering Room and the second floor Meeting Room. *Rental of one room does not give access to the other.* Rental of the building allows the renter to use the kitchen facilities and adequate tables and chairs. If sound, electronic, or other presentation equipment is needed, please contact the Country Life Center staff.

**Catering:** All food service will be provided by the Country Life Center.

**Parking:** The main parking lot can accommodate 150 vehicles. A gravel drive leads to the kitchen entrance for guests with disabilities and delivery vehicles.

**Grounds:** When renting the Gathering Barn, the grounds are also included. Visitors are welcome to walk around the prairie, look at the flower gardens and water feature, play human checkers and bring outdoor games. *The renter is responsible for all of these amenities including keeping individuals and pets out of the water feature.*

**Tent:** Arrangements for tents must be made in advance. The renter may be responsible for the fee to locate utility lines on the property.

**Rest Rooms:** The public rest rooms are located on the first floor of the Gathering Barn near the kitchen.

**Set-up and Clean-up:** Staff will arrange furniture before the event. The renter is responsible for garbage removal.

*To ensure the property's safety and maintenance, certain rules must be enforced. The person(s) signing the rental agreement must assume responsibility of informing guests and participants of these rules and enforcing their compliance.*

#### General Rules

1. All functions must be by invitation only. General public invitations may not be made. The Wallace Centers of Iowa should not be referred to or inferred as a co-sponsor.





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**THE GATHERING BARN**

**Rental Agreement** between The Wallace Centers of Iowa and \_\_\_\_\_

Rental Date \_\_\_\_\_ Hours \_\_\_\_\_ to \_\_\_\_\_

Barn to be used for \_\_\_\_\_

Contact Information (Please Print):

Name \_\_\_\_\_

Responsible Party Renting the Gathering Barn

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Briefly describe the event and set up requests:

Approx. number of guests \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please make your check payable to The Wallace Centers of Iowa and return with this form.

I understand and agree with the terms of this contract.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_