



## THE WALLACE CENTERS OF IOWA

DES MOINES • RURAL ORIENT

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Des Moines, Iowa 50314

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### THE HENRY WALLACE HOUSE

#### Rental Information

Originally constructed in 1882, the Wallace House has been restored to a fine example of a Victorian residence. “Uncle Henry” Wallace moved to the house in 1895 when he co-founded Wallaces’ Farmer agricultural magazine. It is now owned and operated by The Wallace Centers of Iowa (WCI) and is an important part of the Sherman Hill National Historic District.

The first floor space provides a gracious, historic setting for gatherings of all kinds. We welcome the many diverse groups and individuals who wish to use the Wallace House, but please note that this might not be the best environment for young children. Please contact us at 515-243-7063 or [deborahboyer@wallace.org](mailto:deborahboyer@wallace.org) to make your reservation.

**Capacity:** approx. 60 standing reception, 25-35 sit-down meal, 45 seated “audience” (as for a wedding).

#### Rental Fees and Deposit (*facility rental only*)

Private and business functions:

\$75/hour (2 hour minimum)

All Day rate \$450 (between 8 am and 5 pm)

Non-profit, government or educational organizations:

\$50/hour (2 hour minimum)

All Day rate \$350 (between 8 am and 5 pm)

- *Evening and weekend rentals are subject to an additional fee of \$25.*
- *The balance must be paid prior to the event, unless other arrangements are made in advance.*
- *Use that exceeds the scheduled time will be charged an additional hourly fee (no half hours).*
- *An additional 5% is added for credit card payments.*
- *All fees subject to change at the beginning of each year.*

**Accessibility:** The building is ADA accessible from the south side entrance, with parking in the rear of the building (west). There is no elevator to the second floor office space. The main floor rest room is ADA compliant.

**Catering:** Food service will be provided by WCI. Any exceptions for catering must be approved by WCI staff. The chef can be contacted by email: [katieporter@wallace.org](mailto:katieporter@wallace.org) or phone: 515-243-7063 (Wallace House).

**Public Spaces:** The first-floor public area of the house includes front porch, dining room, two parlors, library and rest room. **The commercial kitchen is not included in the rental space.** The upstairs office area may be used in some circumstances, such as if a wedding party wishes to descend the stairs; however, the upstairs offices are not considered part of the rental space and are off limits for all other purposes.

**Equipment:** A flat screen television with DVD player and projector screen are available upon request. Coffee makers include 10, 30, and 100-cup sizes. Punch bowls and a silver-plated coffee set are available to use. Refrigerator space may be available; please request ahead of time. Table linens and napkins are available for an additional charge.

**Parking:** Parking is available along 16th and Center streets. A 4-car parking lot is provided at the rear of the house. These spaces should be reserved for guests with disabilities and delivery vehicles.

**Set-up and Clean-up:** Furniture may not be added or removed without prior arrangement. WCI staff will work with the renter prior to the event to determine seating arrangements. Staff will arrange furniture before the event begins. Antique furnishings may not be used for food service or moved other than by staff. **The renter is responsible for clean-up.**

**General Rules:** To ensure the property's safety and maintenance, certain rules must be enforced. The person(s) contracting for use of the house must assume responsibility of informing guests and participants of these rules and enforcing their compliance.

1. All functions must be by invitation only. General public invitations may not be made. The Wallace Centers of Iowa should not be referred or inferred as a co-sponsor.
2. Participation may not exceed 60 persons for a standing event or 35 for a sit-down meal.
3. Hours of use must be given in advance and the agreed-upon leaving time adhered to. **Use that exceeds the scheduled time will be charged an additional hourly fee (no half hours).**
4. Smoking is prohibited within the building and on the grounds.
5. Beer and wine may be served with prior notice, No beer kegs or liquor allowed.
6. Rice may not be thrown. Birdseed is acceptable.
7. The building will be unlocked and locked by WCI staff at the rental times.
8. All persons attending functions in the Wallace House should confine their activities to the rooms or areas arranged for in the rental agreement. Upstairs private offices are not included in rental space.
9. Personal property brought into the Wallace House must be removed upon leaving. The Wallace Centers of Iowa is not responsible for items left behind. **Any removal of excess litter by WCI staff will result in a clean-up fee.**
10. Tacks, pins, nails, masking tape, cellophane tape or other adhesives may not be used on furniture or walls.
11. All-day renters may access the house for a reasonable amount of time (up to 2 hours) during regular business hours to set up or decorate for the event at no additional cost, as long as the rental space is not otherwise occupied. Arrangements must be made in advance. Rental parties may visit the house with event coordinators or floral designers Monday to Friday, 9 am to 4 pm, but should not expect to meet with a staff person unless prior arrangements have been made. The Wallace Centers of Iowa staff is not responsible for meeting with individuals other than the rental party.
12. Any legal ceremony must be performed in accordance with the laws of the State of Iowa, the City of Des Moines, and Polk County.
13. The Wallace House is located in a residential neighborhood. Therefore, consideration must be given to our neighbors in regards to parking, behavior, and noise level.

**Reservations:** After the date is confirmed with WCI, it will be held for 14 days. A fee of \$100 is required to hold your reservation. Fill out the contract, sign and return with deposit to The Wallace Centers of Iowa, 756 16th Street, Des Moines, IA 50314. If the deposit and contract are not returned together, the date will be held for one more week before cancellation.

**Cancellations:** The deposit will be refunded if cancellation is received at least two weeks prior to the event date.

**THE HENRY WALLACE HOUSE**

RENTAL AGREEMENT

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Contact Information:

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

Billing Address: \_\_\_\_\_

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

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

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

Food Service provided: \_\_\_no \_\_\_ yes (menu and fees determined by WCI chef)

Set up needs: \_\_\_\_\_

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

Deposit: A \$100 deposit is required to hold a reservation. The deposit will be refunded if cancellation received at least two weeks prior to event date. Payment by check is preferred. Please make checks payable to The Wallace Centers of Iowa and mail, along with the completed Rental Agreement, to the address below. The balance is due prior to the event, unless other arrangements are made. **An additional 5% will be charged for credit card payments.**

The Wallace Centers of Iowa  
756 16th Street  
Des Moines, IA 50314

I have read and agree to the terms of this rental agreement and guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Rental Fee: \_\_\_\_\_ Food Service Fee: \_\_\_\_\_ Credit Card Fee: \_\_\_\_\_ Total: \_\_\_\_\_

Amount Paid \_\_\_\_\_ Date Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration: \_\_\_\_\_ CSC: \_\_\_\_\_