

Airline Community Room

1346 West Airline Hwy
Waterloo, IA 50703

Viewing the facility: The facility may be viewed by appointment only. Appointments need to be made by calling Black Hawk County Conservation, Monday-Friday, 8:00 AM – 4:30 PM at (319) 433-7275.

Minimum Age: Must be at least 21 years of age or older to reserve the facility and must be present during the event.

Rental fee deadline: The rental fee is due at Black Hawk County Conservation's main office (1346 West Airline Hwy, Waterloo) within ten (10) days from making your reservation. **PLEASE BE COURTEOUS AND NOTIFY THE OFFICE WITHIN THESE 10 DAYS IF YOU DECIDE NOT TO RESERVE THE FACILITY.**

Refunds: Should **YOU** decide to cancel, 50% of the rental fee will be returned **ONLY IF** the facility is re-rented for that date. The rental fee will be refunded when cancellation occurs due to circumstances beyond the Conservation Board's control (i.e. fire, natural disasters, damaged facility).

Damage deposit: A damage deposit of \$300 is required for the use of the facility. **Due date:** The damage deposit is due at Black Hawk County Conservation's Main Office (1346 West Airline Hwy, Waterloo) two (2) weeks prior to your reservation date. All or part of any deposit may be retained against cleanup costs, damage, or loss incurred. If damages exceed the deposit(s), you will be held responsible for full payment.

Checks: The check for the rental fee must be written separate from the damage and keg beer deposits (if applicable). Money orders will not be accepted for deposits. Checks must be payable to Black Hawk County Conservation. A \$30.00 service charge is applied to all checks returned.

Deadlines: The rental fee is due within ten (10) days of making the reservation. The damage deposit and keg beer deposit is due two (2) weeks prior to the reservation date.

Building & Grounds: Rental of the facility includes the use of the parking lot. The parking lot will accommodate 85 cars.

Furnishings and Capacity: The banquet room seats approximately 200 people. There are folding tables and chairs for 200 people. 7-5' round and 18-8'30" tables. The kitchen includes 1 refrigerator with freezer, 1 electric stove, 1 microwave, one-90 cup coffee pot, a two-compartment sink and a serving counter.

Alcohol: Hard liquor is not allowed. Beer, wine and champagne are allowed. **Security Required.**

Security Officer:

- **A minimum of one uniformed security officer must be present from 5:00PM – Midnight for all reservations. A security officer is also needed any time before 5:00PM that alcohol is being served.** A listing of security providers is available from the office.

- The reservation holder is responsible for arranging for a security officer. The administrative staff of Black Hawk County Conservation must approve the Security Officer.
- The security officer will be paid directly by the reservation holder.
- Due date: You must notify the office with your choice of security officer two (2) weeks prior to your reservation date.

Keg Beer: Serving keg beer requires an additional deposit of \$100 and a Keg Beer Responsibility Agreement form must be signed by an individual 21 years of age or older. This must be signed **IN PERSON** at Black Hawk County Conservation’s Main office (1346 West Airline Hwy, Waterloo) two (2) weeks prior to your reservation.

Decorations: You must check with the Park Ranger for any special decorating needs. Decorating is allowed as follows:

- Tape may be used, but the residue must be removed afterwards

Decorating is prohibited as follows:

- No two sided tape, duct tape, staples, screws or nails are to be used
- Attach nothing to the ceiling panels
- No tape on floors

Set-up: You are responsible for setting up and arranging the tables and chairs.

Cleaning Services: You are required to hire our cleaning crew. At the end of your event, you will leave a check, made out to the cleaning crew. Black Hawk County Conservation or the cleaning service is not responsible for any items left in the building after your event.

Other Regulations:

- All decorations, materials, equipment and food must be removed immediately after your event. Please make arrangements with the rental companies prior to your rental date.
- The Banquet Room is a smoke-free building.
- The Banquet Room is governed under the rules/regulations of the BHCCB.
- Park Rangers/Staff reserve the right to enter the banquet room in case of emergency to address maintenance or security problems.
- Park Rangers/Staff are given the authority to refuse rental privileges and rescind any and all rental permits for cause.
- You must report any damaged or missing items that are part of the Banquet Room.
- It is prohibited by law to place signs or decorations on any roadway signs leading to the area.
- All signs must be removed immediately following your event.

For more information: Please contact Black Hawk County Conservation, 1346 West Airline Hwy, Waterloo. Office hours are Monday thru Friday, 8:00 AM to 4:30 PM. Phone (319) 433-7275.

E-mail: conservation@blackhawkcounty.iowa.gov

Web page: www.blackhawkcountyparks.com

The Black Hawk County Conservation Board, in the provision of services and facilities to the public, does not discriminate against anyone on the basis of race, color, sex, creed, national origin, age or disability. If anyone believes he or she has been subjected to such discrimination, he or she may file a complaint alleging discrimination with either the Black Hawk County Conservation Board or the Office of Equal Opportunity, US Dept. of Interior, Washington DC 20240. If you require special assistance for participation in our programs and services, or to request information in an alternative format, please call the Black Hawk County Conservation Board at (319) 433-7275.

BANQUET ROOM FEES

WEEKEND & HOLIDAY RENTAL FEES

DAY OF THE WEEK	HOURS AVAILABLE	RENTAL FEES
FRIDAY	8:00 AM – MIDNIGHT	\$275
SATURDAY	8:00 AM – MIDNIGHT	\$400
SUNDAY	8:00 AM – MIDNIGHT	\$250
SUNDAY	Any 8 hours between 8 AM & midnight	\$125

WEEKDAY RENTAL FEES

DAY OF THE WEEK	HOURS AVAILABLE	RENTAL FEES
MONDAY - THURSDAY	8:00 AM – MIDNIGHT	\$100

WEDDING SPECIALS

THURSDAY NIGHT (5:30 PM – MIDNIGHT) & ALL DAY FRIDAY (8:00 AM – MIDNIGHT) \$350.00

ALL DAY FRIDAY (8:00 AM – MIDNIGHT) & ALL DAY SATURDAY (8:00 AM – MIDNIGHT) \$550.00

***Rental fees subject to change.

1346 AIRLINE HIGHWAY

LOWER LEVEL

58'-6"

