



**DAUPHIN COUNTY**  
**P E N N S Y L V A N I A**  
**PARKS & RECREATION**

Wildwood Park  
100 Wildwood Way  
HARRISBURG, PA. 17110  
(717) 221-0292  
(717) 221-0318 FAX

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## **Olewine Nature Center Meeting Room Rental Information** **Meetings, Retreats, Birthday Celebrations**

The Olewine Nature Center offers a classroom meeting space available for rent by groups. Only ten minutes from downtown Harrisburg, the meeting space is perfect for a meeting, retreat, birthday celebration, bridal/baby shower, or simply to get out of the office and enjoy the beautiful urban wetland park and nature center.

The rental fee for the use of the classroom is \$100.00. Payment of fee constitutes reservation and is due 30 days from the invoice date. Make check payable to Dauphin County Parks and Recreation and send it to 100 Wildwood Way, Harrisburg, PA 17110.

Please call the nature center at (717) 221-0292 to check availability. Meetings must be held between 10 a.m. and 4 p.m.; the center can be made available at 9 a.m. Rental for a birthday celebration or bridal/baby shower is for 2 hours: 10 a.m. – 12 p.m. or 1 – 3 p.m.

The classroom can accommodate a maximum of 60 people auditorium-style or 48 people at twelve 6-foot tables. It is heated and air-conditioned and is wheelchair accessible.

Caterers may setup on tables in the classroom or outside the classroom in the hall. Rental includes access and use of the adjacent kitchen with serving window. Please bring your own coffee and condiments. You may use the coffee maker or bring your own.

An AV cart, projection screen and two dry-erase boards are available. All other meeting supplies are the responsibility of the organization renting the facility.

Services not included: Wifi and conference calling.

Set-up and tear down are the responsibility of renter. This includes setting up chairs and tables in the classroom and breaking them down and storing them at the end of the meeting. It also includes kitchen clean up.

Rental of the classroom is for private functions only. No collection of fees or sale of tickets, tangible goods or services is permitted. The nature center is a public facility; abusive, loud or offensive music that disturbs the public is prohibited.

Alcoholic substances and smoking are prohibited. Place trash in receptacles. Please use the recycle bins provided. All floors, counter tops, and dry eraser boards must be clean.

Affixing of decorations, posters or other objects to walls is limited to the dry erase boards. Other decorations may be free-standing.

For birthdays, there must be a minimum 1:5 ratio of adults to children.