



WILD ROSE FISH HATCHERY EDUCATION CENTER
Wisconsin Department of Natural Resources
N5871 State Road 22, Wild Rose WI 54984
(920) 622-3527

2025 CONFERENCE ROOM RESERVATION REQUEST

DATE REQUEST SENT: _____

To reserve the Visitor Center conference room for up to 20 people, please call (920) 622-3527 or email jesse.landwehr@wisconsin.gov at least three weeks ahead of your meeting to request your meeting date. To prevent overlap and ensure the room is ready for your group, please complete and return this form by email, fax or postal mail.

DATE OF MEETING: _____ SECOND CHOICE: _____

ARRIVAL TIME: _____ DEPARTURE TIME: _____

ORGANIZATION NAME: _____

CONTACT PERSON: _____ EMAIL: _____

PHONE: Work/ Home: () _____ Cell: () _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

NUMBER OF PARTICIPANTS: _____ Guided Group Tour? ____ Yes ____ No Time: _____

ROOM SET UP: There are ten (6-foot x 2 foot) conference tables with 2 chairs per table that can be used for your meeting. Please return chairs and tables back to the original set up of ten tables with two chairs per table, with extra chairs returned to their storage carts before leaving. Thank you!

CONFERENCE ROOM AMMENITIES:

- There are only two restrooms in the Visitor Center.
 - Water fountain and water bottle filling station inside.
 - Small dorm-style refrigerator.
 - 42-cup coffee pot available. Please bring your own coffee supplies, cups, cream, sugar.
 - Food can be served at picnic tables outside of the Visitor Center.
 - Please plan to bring trash bags to collect and take any food waste and trash with you when you leave. There is no cleaning service in the Visitor Center.
 - We have recycle bins for plastic bottles and cans.
 - The conference room has a PowerPoint projector and a computer (not connected to internet) for use with a flash drive, DVD or your laptop. If you have a DNR computer, we can run a cable for internet. Please note any special AV requests:

 - Please clean any spills on the carpeting before you leave. (*Broom and vacuum are available.*)
- **HATCHERY VISITOR HOURS:** Open for summer visitor hours Wednesday through Sunday from 8 a.m. to 3 p.m., Memorial Day through Labor Day and summer holidays.
 - **SPRING & FALL VISITOR HOURS:** April, May, September and October open on Wednesday through Saturday, 8 a.m. to 3 p.m.