



# CEDAR FALLS IOWA

Meeting Planner Guide



**MAYOR ROBERT M. GREEN**

CITY OF CEDAR FALLS, IOWA  
220 CLAY STREET  
CEDAR FALLS, IOWA 50613  
319-273-8600  
FAX 319-268-5126

2021

Dear Event Planners,

On behalf of the City of Cedar Falls, thank you for your consideration of our city as the hosting location for your event. You'll find Cedar Falls a friendly and memorable venue, with plenty to keep your attendees busy and involved.

As the home to the University of Northern Iowa and a thriving economic base, Cedar Falls is proud to be a statewide leader in education, professional services, and tourism. We also can boast TWO major event centers, first-rate hotels, restaurants, shopping experiences, trails, and cultural venues to ensure our success as a memorable (and affordable!) event destination. With an increased reliance on remote connectivity and telepresence for events, also know that Cedar Falls has been recognized as fielding the country's fastest internet service!

I encourage you to connect soon with our experienced and talented Visitors and Tourism Bureau staff to develop an excursion itinerary your event attendees will long remember. They can also be of great help to arrange site visits, welcoming services, and much more as you program your event.

Again, thank you for considering Cedar Falls -- it's a true honor! Please don't hesitate to reach out to me at (319)268-5118 if I can be of service in helping you to make Cedar Falls the top choice for your special event.



Sincerely,

Mayor Rob Green

# MEET IN CEDAR FALLS

1,000+ Hotel Rooms | Modern Convention Centers | First-Class Amenities

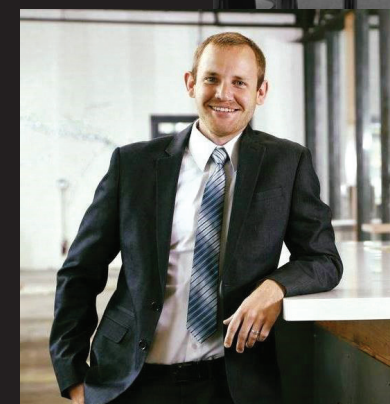


## WHEN YOU MEET IN CEDAR FALLS YOU'RE POWERED BY CEDAR FALLS TOURISM

Our organization does everything you expect, and then some. We give you direct access to one-of-a-kind venues and impress your attendees with legendary entertainment. We're a strategic partner, too. Whether you want to connect your group with Cedar Falls' award winning industries or reroute traffic to throw a street party, we know people. And we're ready to put our connections to work for you.

# OUR SERVICES

Red Carpet Welcome  
Materials/Maps  
Group Transportation  
Media/Press Release  
Distribution  
Arrange Lodging,  
Venues & Attractions  
Lunch/Dinner Reservations  
Registration Assistance  
Entertainment &  
Speaker Booking  
Site Visits/Tours



**ADAM BOLANDER**  
*Sales & Marketing Coordinator*

Adam.Bolander@cedarfallstourism.org  
319.230.1519 (cell)

Cedar Falls Tourism & Visitors Bureau  
6510 Hudson Road  
Cedar Falls, IA 50613  
319.268.4266

CedarFallsTourism.org

**Need something special?  
JUST ASK—We specialize in  
EXTRAORDINARY!**

## #WeKnowHowToMeet

No matter what type of gathering you are hosting, whether in-person or hybrid, you can count on our team of knowledgeable professionals to help make it a success.



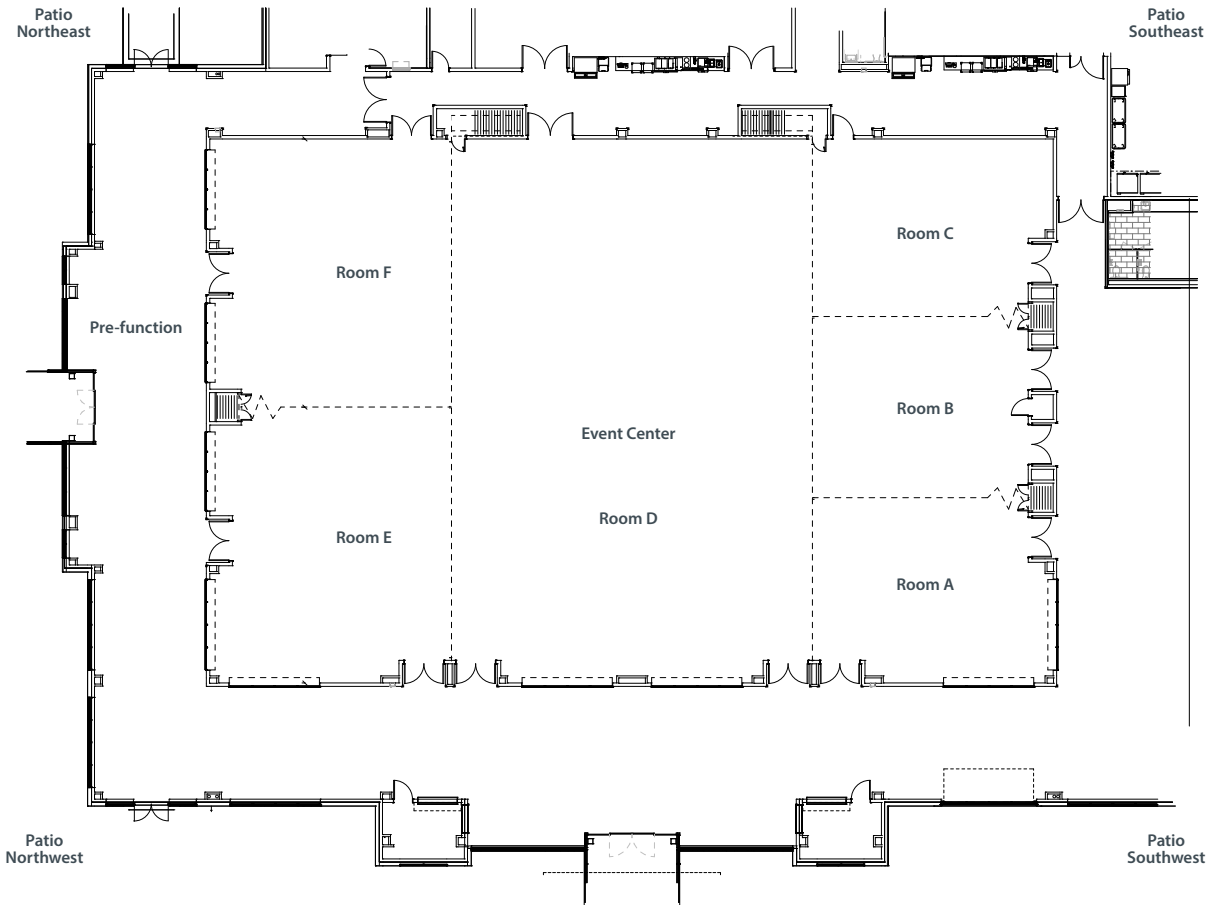


7400 Hudson Road, Cedar Falls, IA 50613 [bienvenuevents.com](http://bienvenuevents.com)  
Ph 319-260-2600 Email [nhedrick@cfholiday.com](mailto:nhedrick@cfholiday.com)  
Contact Nick Hedrick

- Distinctive event space of 23,000 sq. ft., including 9,000 sq ft. of pre-function space. All can be customized to your groups needs.
- Grand Ballroom and pre-function space will accommodate up to 1,200 guests
- 3 modern hotel meeting spaces, including an executive boardroom that seats 26
- 4 outdoor patios—each with a unique footprint, featuring fire pits, brick ovens, and seating

ROOM CAPACITY						
Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom
Grand Ballroom	13,900	150' x 96'5"	1200	850	1200	600
Room A	1283	43' x 33'	160	48	150	48
Room B	1235	38' x 32'	160	48	150	48
Room C	1310	43' x 32'	160	48	150	48
Room D	6,095	64' x 96'5"	750	430	700	288
Room E	1996	49' x 48'	250	72	250	65
Room F	1981	43' x 48'	250	72	250	65
Pre-Function	8941					

NUMBER OF SLEEPING ROOMS—126				
King	Single	Double	Presidential Suites	Double Queen Suites
24	—	82	2	18







7213 Nordic Dr, Cedar Falls, IA 50613 [hiltongardeninncedarfalls.com](http://hiltongardeninncedarfalls.com)  
**Contact** Andy Woodrick **Email** [andy@chris-bro.com](mailto:andy@chris-bro.com)  
**Ph** 319-859-3845

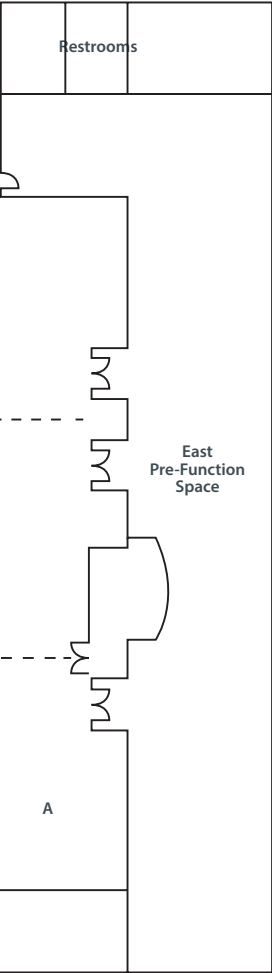
- Total Convention space of 14,000 square feet with seating up to 1,000 guests
- Grand Ballroom features 11,000 square feet of customizable space for business meetings, conventions, and weddings
- 5,000 square feet of pre-function and patio space featuring fire pits and attractive landscaping
- Flexible setup, exceptional catering, extensive audio/visual equipment

ROOM CAPACITY

Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
Full Event Center	11,088	119 x 93	1,000	650	975	400	–
Viking	1,680	56 x 31.5	170	80	170	60	30
Black Hawk	1,750	52 x 31.5	170	80	170	60	30
Panther	1,740	56 x 31.5	170	80	170	60	30
Sturgis	1,500	50 x 30	150	60	144	50	24
Cedar River	1,530	50 x 32	150	60	144	50	24
Nordic	1,500	50 x 31	150	60	144	50	24
Nordic A	580	16 x 31	50	–	35	–	9
Nordic B	460	16 x 31	50	–	35	–	9
Nordic C	460	16 x 31	50	–	35	–	9
Pre-Function West	1,450	Irregular	–	–	–	–	–
Pre-Function East	1,860	Irregular	–	–	–	–	–

NUMBER OF SLEEPING ROOMS

King	Single	Double	Suite
48	–	53	12





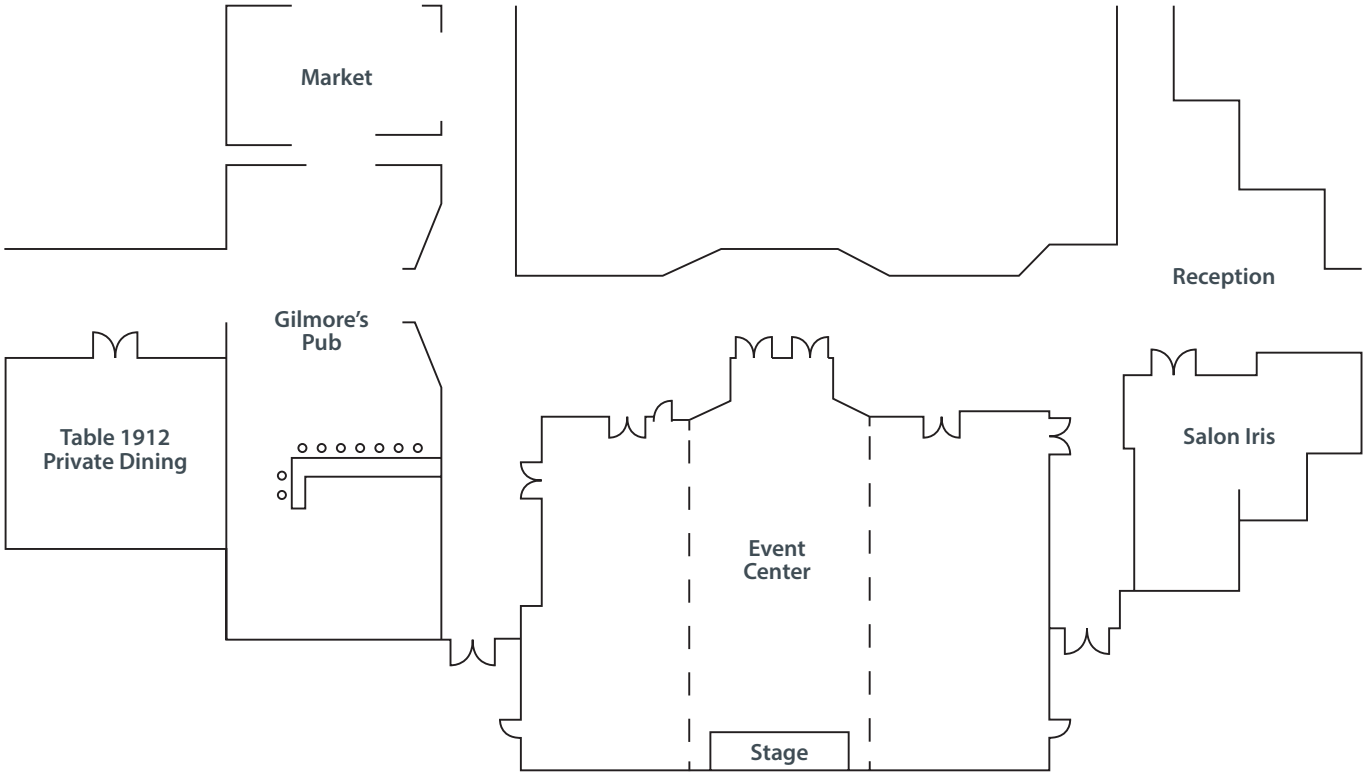


5307 Caraway Ln, Cedar Falls, IA 50613 [diamondeventcentercf.com](http://diamondeventcentercf.com)  
**Contact** Amy Dall **Email** amy.dall@westernhome.org  
**Ph** 319-859-9324

- Flexible event venue space totaling 7,891 sq. ft, accommodating up to 500 guests
- Ideal for weddings, corporate events, fundraising, cocktail receptions
- Exceptional event services team
- Full-service catering menu—including specialty cuisines
- Private fine dining restaurant
- State of the art audio/visual
- Full service salon & spa

**ROOM CAPACITY**

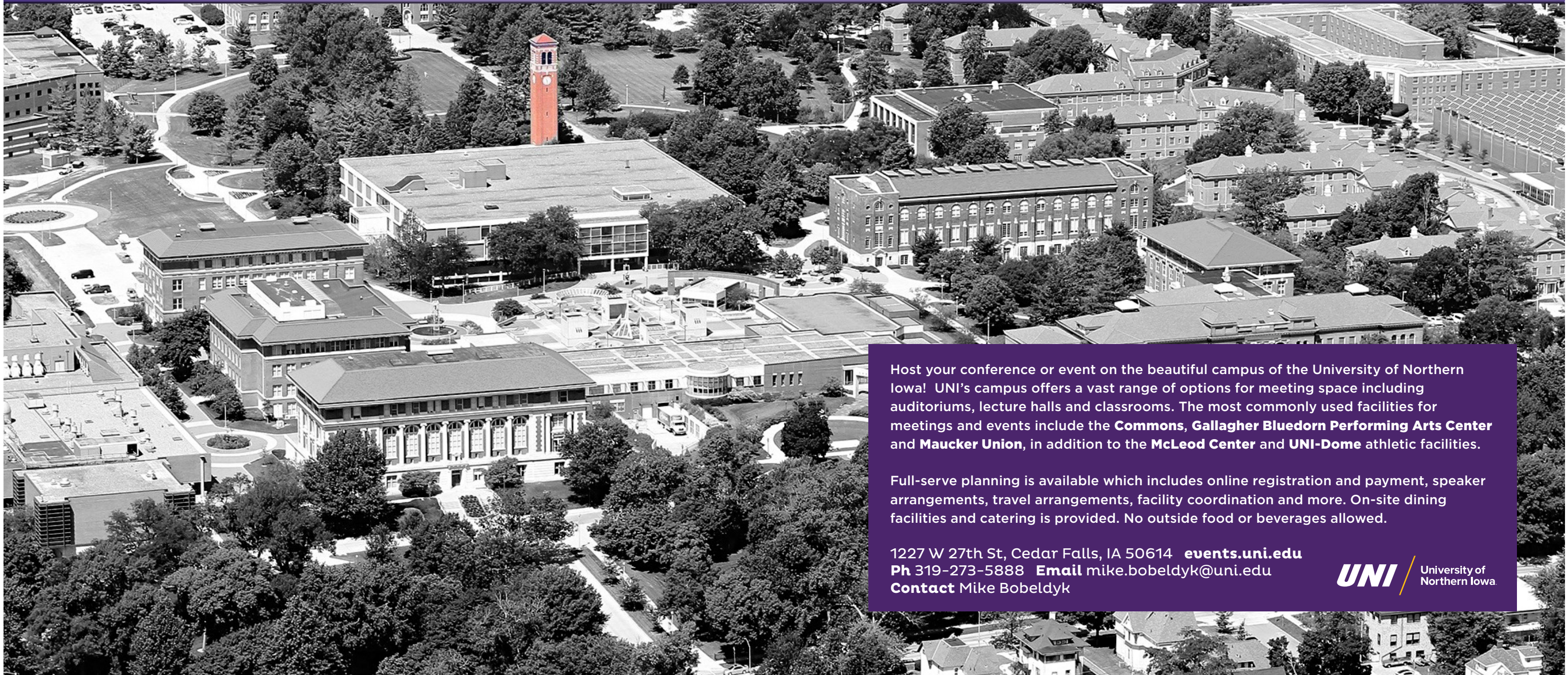
Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater
Diamond Event Center	6,259	92 x 66	500	400	500
Diamond Event Center North	2,088	31 x 66	170	100	180
Diamond Event Center Middle	2,266	34 x 66	170	100	180
Diamond Event Center South	1,904	26 x 66	170	100	180
Pre-function	2,068				
Table 1912 Private Dining	1,591	43 x 37	75	50	







# UNIVERSITY OF NORTHERN IOWA



Host your conference or event on the beautiful campus of the University of Northern Iowa! UNI's campus offers a vast range of options for meeting space including auditoriums, lecture halls and classrooms. The most commonly used facilities for meetings and events include the **Commons**, **Gallagher Bluedorn Performing Arts Center** and **Maucker Union**, in addition to the **McLeod Center** and **UNI-Dome** athletic facilities.

Full-serve planning is available which includes online registration and payment, speaker arrangements, travel arrangements, facility coordination and more. On-site dining facilities and catering is provided. No outside food or beverages allowed.

1227 W 27th St, Cedar Falls, IA 50614 [events.uni.edu](https://events.uni.edu)  
Ph 319-273-5888 Email [mike.bobeldyk@uni.edu](mailto:mike.bobeldyk@uni.edu)  
Contact Mike Bobeldyk

**UNI** / University of Northern Iowa

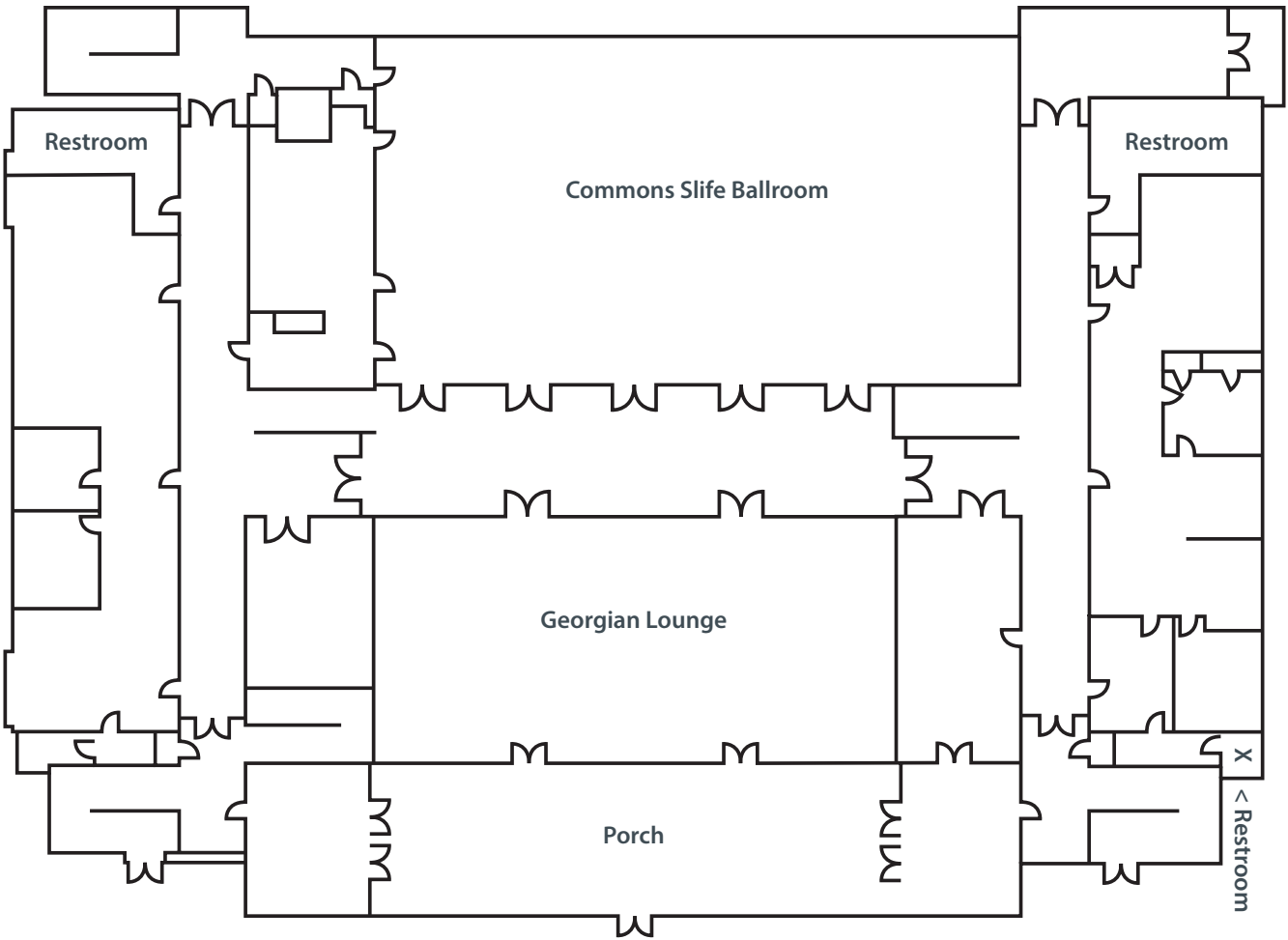




Commons Slife Ballroom

- 4,350 square foot ballroom seats up to 425 guests
- Additional seating up to 250 guests on Lounge and Porch
- 30 foot high ceilings with beautifully painted modernistic scrolls
- Overlooks the Campanile Plaza on central campus
- Convenient parking structure located across the street

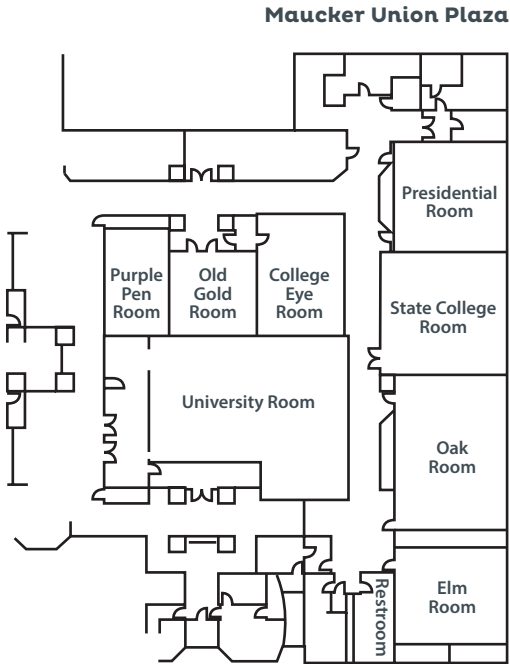
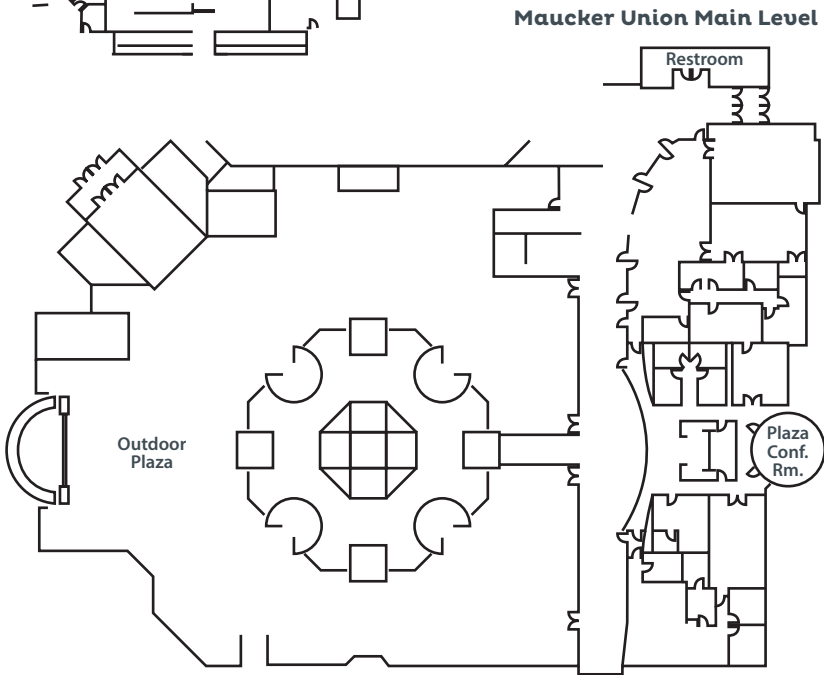
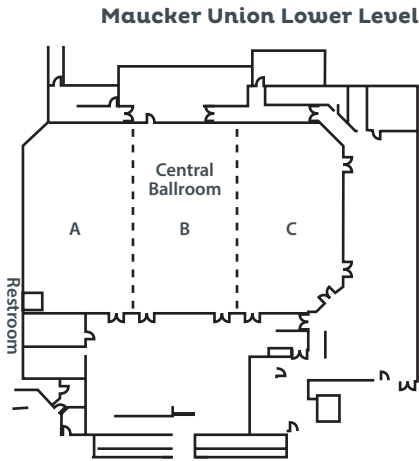
ROOM CAPACITY							
Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
Commons—							
Slife Ballroom	4,350	47 x 90	375	320	425		
Gerogian Lounge	2,450	33 x 74	250	120	180		
Porch	1,500	20 x 75	w/ lounge	64	95		



Maucker Union

- Full Ballroom includes 7,800 square feet of space with seating up to 933 guests
- Flexible space can be divided into three separate sections
- Breakout rooms available
- Centrally located on campus

ROOM CAPACITY							
Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
Maucker Union—							
Full Ballroom	7,800	65 x 120	933	528	700	84	45
1/3 Ballroom	2,600	65 x 40	311	144	200	210	—
Ballroom Lobby	3,100		150	—	—	—	—
Presidential Rm	880		—	32	60	40	18
St. College Rm	960		—	32	60	32	18
Oak Room	1,340		—	64	80	48	26
Elm Room	740		—	32	50	34	18
University Rm	2,100		—	96	130	100	45
College Eye Rm	660		—	—	30	14	14
Old Gold Rm	490		—	—	26	14	14
Purple Pen Rm	470		—	—	26	14	14
Coffeehouse	7,300		1,000	—	—	—	—
Hemisphere							
Lounge	4,150		150	—	—	—	—
Plaza Conf.	550		—	—	—	—	12







GALLAGHER BLUEDORN  
University of Northern Iowa



Gallagher Bluedorn Performing Arts Center

- 3,750 square foot lobby, 1,560 square foot of additional space with stage in the Great Hall
- Seating up to 1,650 guests
- Lobby includes marble tile with a grand staircase
- Great space for luncheons and cocktail receptions
- Easy access parking adjacent to the building
- Upstairs mezzanine level seating available

ROOM CAPACITY							
Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
Gallagher—							
Great Hall	1,560	40 x 39 stage space	—	—	1,650	—	—
Lobby	3,750	50 x 75	250	200	350	—	—
Davis Hall	2,322	43 x 54	100	100	250	100	50







## McLeod Center

### MCLEOD CENTER:

- Sellable capacity: 6,650
- Actual capacity (with players, workers, media, etc): 7,018
- Square footage of floor: 12,500

### DIMENSIONS:

- Event Level: 160' 6 1/2" x 70'—bleachers in
- 129' 11 1/2" x 70'—bleachers out (to be used)
- Hall of Fame connector between UNI-Dome and McLeod Center: 16' wide x 136' long x 13'6" high

### EVENT LEVEL:

- Men's and women's basketball and volleyball suites, each with a lounge, locker room and showers
- Training room
- Equipment room
- Two visiting team locker rooms
- Two coaches locker rooms (women's and men's)
- Three VIP locker rooms for officials/artists
- Two vehicle entrances
- Two unisex restrooms
- Security office
- Production office
- Scoreboard/PA room

### MEZZANINE LEVEL:

- Alumni Suite—windows view from the north end of the court
- Men's and women's basketball and volleyball office suites
- McLeod Center north box office
- First level of the Hall of Fame Connector (Krause Family Pavilion) enters to UNI-Dome



## UNI Dome

### UNI-DOME:

- 78,000 square feet for floor space
- Capacity of 24,196 guests
- Hybrid-steel/fabric roof capable of rigging lights and sound
- Centrally located within 90 miles of major Iowa cities
- Vehicle Entrance—13'10" H x 20' W
- Suite—Upper East and Upper West side, Also located in the North end zone area

### CONCOURSE LEVEL:

- Concession Stands—4 per side (East and West)
- Ticketing windows—at all four entrances

### UPPER WEST AND EAST LEVELS:

- Panther Scholarship Club Offices—NW entrance
- Sports information/Panther Sports Properties/Athletic Marketing offices—West Side
- UNI Football offices—East side

### FLOOR LEVEL:

- UNI Football team locker room
- Two restrooms





# THE ATRIUM at Prairie Lakes Technology Park

ROOM CAPACITY

Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
Atrium	2000	48x50	175	175	—	46–60	48
Lobby	1056	24x44	35	35	—	—	—
Patio	608	38x16	—	—	—	—	—

1025 Technology Parkway, Cedar Falls, IA 50613 [prairielakespark.com](http://prairielakespark.com)  
**Contact** Melissa Stickles **Email** mstickles@cupadvisors.com  
**Ph** 319-988-1606

- Located in the heart of the Cedar Falls Industrial Park
- 2,000 square feet of space with seating up to 175 guests
- Customizable space with furniture options
- Features kitchenette, large lobby and outdoor patio
- No restrictions in regards to food, drinks or décor



# cedar falls brown bottle

ROOM CAPACITY

Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
Upstairs	426	16x28	44	44	—	—	—
Main Level	380	19x21	32	32	—	—	—

1111 Center Street, Cedar Falls, IA 50613 [thebrownbottle.com](http://thebrownbottle.com)  
**Contact** Brad Hoffman **Email** thebrownbottle@thebrownbottle.com  
**Ph** 319-266-2616 **Fax** 319-268-2296

- Two story venue, over 700 square feet, seating up to 76 guests
- Homemade Italian entrees, appetizers and desserts
- Overlooking the Cedar River
- Two private parking lots include 80 spaces
- Private dining available



ROOM CAPACITY

Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
The Crib	1004	21x50	50	50	—	—	—

11310 University Ave, Cedar Falls, IA 50613 [barnhappy.net](http://barnhappy.net)  
**Contact** Kris Boettger **Email** BarnHappy@gmail.com  
**Ph** 319-266-0888

- 2017 Iowa Tourism Award Winner
- Seating up to 50 guests comfortably
- Available for rent March–December
- Parking up to 60 vehicles



ROOM CAPACITY

Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
Ballroom & Stage	1545	35x36	125	125	250	150	50
		15x19					
Parlor	693	21x33	25	25	0	0	0

304 Clay St, Cedar Falls, IA 50613 [cedarfallswomansclub.com](http://cedarfallswomansclub.com)  
**Contact** Mary Schwake **Email** cfwc@cfu.net  
**Ph** 319-266-1431

- Victorian home built in 1867, seats 250 guests
- Rental includes Ballroom, Stage, Parlor, Balcony, Boardroom and Dressing Rooms
- 30 space parking lot (additional on street parking)
- Discounted rental prices when using in-house catering services



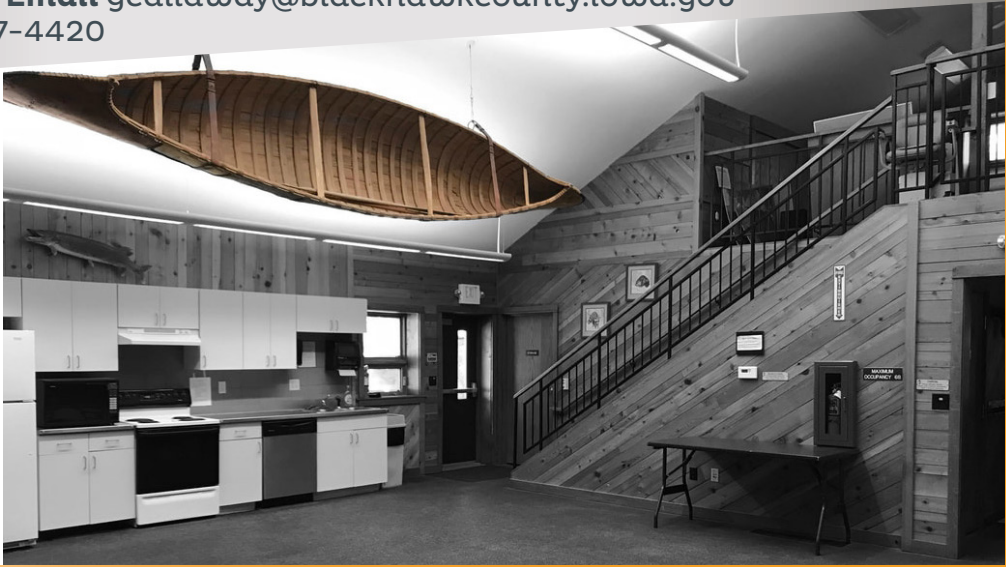



# HARTMAN RESERVE BUCKLES PROGRAM CENTER

ROOM CAPACITY								
Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape	
Buckles Center	900	30x30	68	50	—	50	—	

657 Reserve Dr, Cedar Falls, IA 50613 [hartmanreserve.org](http://hartmanreserve.org)  
**Contact** Gretchen Callaway **Email** [gcallaway@blackhawkcounty.iowa.gov](mailto:gcallaway@blackhawkcounty.iowa.gov)  
**Ph** 319-277-2187 **Fax** 319-277-4420

- 900 Square foot multipurpose room
- Seating up to 68 people
- Building contains folding tables, chairs rustic wood burning stove, furnished kitchen and audio/video system
- Limited parking up to 50 spaces






ROOM CAPACITY								
Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape	
Mae Latta	1280	32x40	120–145	—	120	18–30	18–30	
Reading Rm	264	11x24	—	—	—	8–10	—	
McElroy	640	20x32	—	—	45	36	36	
Rownd 1	560	20x28	30–65	—	50	30	30	
Rownd 2	560	20x28	30–65	—	50	30	30	
Nancy Price	238	14x17	—	—	—	10–12	—	
Corning Patio	990	45x22	35–65	—	—	—	—	

304 W. Seerley Blvd, Cedar Falls, IA 50613 [thehearst.org](http://thehearst.org)  
**Contact** Sheri Huber-Otting **Email** [Sheri.Huber-Otting@cedarfalls.com](mailto:Sheri.Huber-Otting@cedarfalls.com)  
**Ph** 319-268-5502 **Fax** 319-273-8659

- Over 3,500 square feet of meeting space divided into 6 rooms
- Accommodates up to 120 guests
- Outdoor 990 square foot Woodland Sculpture Garden
- Kitchenette with no restrictions on food
- 22 space parking lot





# HARTMAN RESERVE INTERPRETIVE CENTER

ROOM CAPACITY								
Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape	
Community Rm	2002	40.5x49.5	134	134	—	134	—	

657 Reserve Dr, Cedar Falls, IA 50613 [hartmanreserve.org](http://hartmanreserve.org)  
**Contact** Gretchen Callaway **Email** [gcallaway@blackhawkcounty.iowa.gov](mailto:gcallaway@blackhawkcounty.iowa.gov)  
**Ph** 319-277-2187 **Fax** 319-277-4420

- Room can accommodate up to 134 people
- Overlooks the wooded bluff
- Rental includes surrounding grounds
- After hour rentals will end by 10:30pm
- Limited parking up to 50 spaces





ROOM CAPACITY								
Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape	
Main	810	20x40.5	64	64	—	—	—	
Upstairs Front	306	12x20.5 + 5x12	26	26	—	—	—	
Upstairs Middle	143	11x13	10	10	—	—	—	
Upstairs Back	200	10x20	18	18	—	—	—	

222 Main Street, Cedar Falls, IA 50613 [montage-cf.com](http://montage-cf.com)  
**Contact** Jim Landau **Email** [montage@montage-cf.com](mailto:montage@montage-cf.com)  
**Ph** 319-268-7222 **Fax** 319-268-2296

- Two story building with multiple private dining/meeting rooms seats up to 64 guests
- Located on Main Street Downtown Cedar Falls
- Gourmet dining with award-winning wine list
- Outdoor rooftop patio with fire pits
- 29 space parking lot located behind building





# ROTARY RESERVE

## ROOM CAPACITY

Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
Rotary Reserve	3,600	Irregular	300	300	–	300	–

5932 N Union Rd, Cedar Falls, IA 50613 [mycountyparks.com](http://mycountyparks.com)  
**Contact** Black Hawk County Conservation Board Office  
**Email** [conservation@co.black-hawk.ia.us](mailto:conservation@co.black-hawk.ia.us)  
**Ph** 319-433-7275 **Fax** 319-433-7276

- Indoor seating capacity of 300 guests
- Located on the banks of the Cedar River
- 3,600 square foot multipurpose room
- Deck expansion includes two levels, a gazebo, BBQ grills, and a pavilion
- 100 parking spaces included



# RIVER PLACE PLAZA

200 E. 2nd St, Cedar Falls, IA 50613 [info@eagleviewpartners.com](mailto:info@eagleviewpartners.com)  
**Contact** Deanna Nelson **Email** [Deanna.nelson@eagleviewplapartners.com](mailto:Deanna.nelson@eagleviewplapartners.com)  
**Ph** 319-277-0007

- Outdoor venue for up to 900 guests
- Located in downtown Cedar Falls
- Overlooking the Cedar River
- Includes stage and greenspace



# THE MILL RACE

## ROOM CAPACITY

Meeting Room	Sq. Ft.	Dimension	Reception	Banquet	Theater	Classroom	U Shape
Classroom	454	28'11 x 15'8	–	–	–	20–25	–
Boardroom	344	28'10 x 11'11	–	–	–	10–12	–
Huddle room	139	14'4 x 9'8	–	–	–	4–5	–

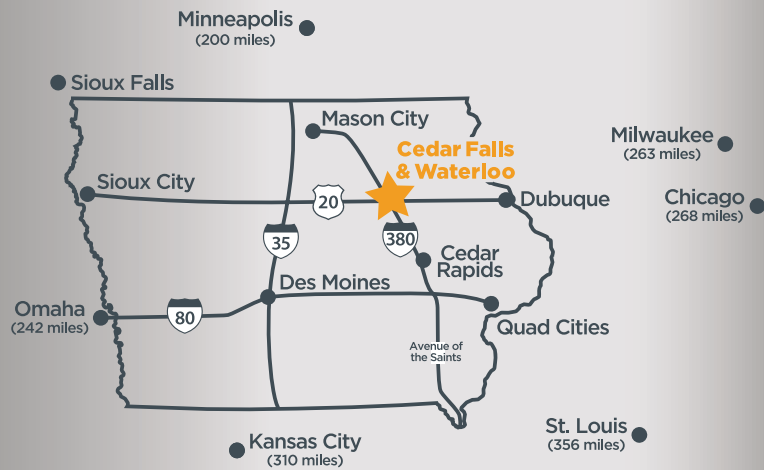
200 State St, 2nd Floor, Cedar Falls, IA 50613 [millraceco.com](http://millraceco.com)  
**Contact** Nick Kent **Ph** 319-553-6921

- Multi room work space located downtown Cedar Falls
- Shared kitchen
- 10G Internet
- Parking lot includes 30 spaces
- Walking distance to downtown restaurants and shops



# COME VISIT US!

Cedar Falls is centrally located between Iowa's largest metro markets. (Des Moines, Cedar Rapids, and Davenport)



FLYING: Located minutes outside of Cedar Falls is the Waterloo Regional Airport (ALO), offering daily flights to and from Chicago's O'Hare International Airport (ORD).

DRIVING: Cedar Falls is an easy drive on the Avenue of the Saints from Chicago, St. Louis or Minneapolis.





# SPORTING VENUES

- 3 full-size courts
- Or 6 youth-size courts
- Over 14,000 sq ft of court space
- Concessions available

**FLT**

- 
- 11 full size fields
  - Or 22 youth-size fields
  - Over 950,000 sq ft of field space
  - Concessions + Restrooms
  - Large parking lot
- 
- The logo is circular with a blue border. Inside the border, the words "CEDAR VALLEY" are written in white at the top and "SOCCER CLUB" at the bottom. In the center, there is a white stylized "CV" monogram. The numbers "19" and "92" are positioned on the left and right sides of the circle, respectively.



## Notes:

[illegible]





**CEDARFALLSTOURISM.ORG**

**ADAM BOLANDER**

*Sales & Marketing Coordinator*

Adam.Bolander@cedarfallstourism.org  
319.230.1519 (cell)

Cedar Falls Tourism & Visitors Bureau  
6510 Hudson Road / Cedar Falls, IA 50613  
319.268.4266

[cedarfallstourism.org/WeKnowHowToMeet](http://cedarfallstourism.org/WeKnowHowToMeet)