



2018-2019 FAQ's

What type of event can we host at Seven Oaks?

The Lodge at Seven Oaks and Conference Center is used for a wide variety of functions that vary in group size, days of week, seasons, hours, activities, food and beverage and special requests. We typically host weddings, receptions, class reunions, corporate meetings, birthday parties, etc. to give you an idea. No group is too small and no request is too large for Seven Oaks, so please do not hesitate to ask.

What does the rental include?

The rental includes the space you have rented, use of indoor tables and chairs, set up and take down of indoor tables and chairs; the use of the outdoor courtyard with tables, umbrellas & outdoor lighting; an Event Coordinator that meets with you to coordinate and plan the on-site details of your event and in some conditions may also include a bartender.

What assistance does your event coordinator provide?

The Seven Oaks Event Coordinator can meet with you to help choose an appropriate floor plan for your event, reviews lodge rules, outdoor recreation activity packages, provides resources for tents, outdoor chairs, DJ's, caterers, etc.

Am I responsible for all clean up after the event?

Yes, you are responsible for all clean-up during and after the event. The signed agreement provided by the Seven Oaks Event Coordinator will detail your clean-up responsibilities. We highly recommend that you assign clean up responsibilities to some of your group so clean up can occur during the event and at the end of the event. Unless otherwise specified or you choose our clean-up option in the upgrade section.

Can I have my wedding ceremony at Seven Oaks?

Yes, you can have your ceremony (indoors or outdoors) prior to your reception at Seven Oaks (a ceremony fee is charged). We provide a wedding arch that you may decorate but you are responsible for hiring the licensed officiate, outdoor seating, music, etc.

Can I decorate the lodge for my event?

Yes, you can decorate however; Seven Oaks does have some guidelines and restrictions such as no nails or tacks in the walls. You will need to review your desires for decorations with the Event Coordinator when you meet. Please remember to bring your own supplies such as extension cords, scissors, stapler, tape, ladders, etc. Remember, all decorations must be removed at the end of your event rental.

Is someone from Seven Oaks at the lodge on the day of my event?

Yes, someone from Seven Oaks is on site and can answer questions but the decorating is up to you. You will coordinate your event prior to the event day with our Event Coordinator and the table/chair set up will be done before you arrive. Any changes to a layout on the day of the event are up to you to make but must be approved by our Event Coordinator.

Does Seven Oaks provide outdoor chairs or tents?

No, they are not included in your rental of the Lodge but may be rented through us. Contact our Event Coordinator for more details.

What is the seating capacity at Seven Oaks?

The Main Lodge seats approximately 220 people. The Conference Center seats approximately 200 people. This room is attached to the Main Lodge.

Do you have a dance floor?

Yes, we offer a portable dance floor at two sizes, 18x18 or 21x21.

Do you have overnight accommodations?

We do not have overnight accommodations on site but we do have a special guestroom rate with the Boulders Inn & Suites in Boone, IA and the Sleep Inn & Suites in Ames, IA.

Does Seven Oaks Cater?

Yes, Seven Oaks has a limited catering menu. You can also rent the kitchen to cater your own meal or bring in any outside caterer with no additional cost.

May we bring in our own alcohol?

No, in accordance with State of Iowa laws, all alcoholic beverages must be purchased from and served by Seven Oaks.

Do you provide a bartender?

Yes, when Coal Creek Lounge is used then a Seven Oaks bartender will be on site. Whether the bartender is included or charged for is subject to the day of week and type of event.

Do you provide linens?

Yes, Seven Oaks can provide linens for your event at a competitive rate which includes draping them on the tables and removing them; or you can supply your own linens.

Do you provide a shuttle service to the hotels?

No, we do not currently have a shuttle to local hotels, however, our Event Coordinator can supply you with contract information for local transportation services.

Do you offer a Sunday clean-up option?

No, at this time we do not. If you have questions or would like to ask about this please contact our Event Coordinator.

Do you offer a Clean-up option?

Yes, at this time we do offer a clean-up option that you can find in our upgrade section.