

# Parties & Reunions

2018-2019



Thank you for considering The Lodge at Seven Oaks and Conference Center for your upcoming event! Whether you are looking for a location for a retirement party, planning a gala, or putting together your class reunion, the Seven Oaks staff is committed to working with you to make your event a success.

We have several options for you and are flexible when packaging your event. We will take the time to explain each service and its associated costs. No request is too big for Seven Oaks, so please do not hesitate to ask.

The Lodge at Seven Oaks and Conference Center is located on 150 acres of beautiful timber in the scenic Des Moines River Valley conveniently located on Highway 30 only minutes from Ogden, Boone or Ames. Situated at the bottom of the ski trails, The Lodge at Seven Oaks and Conference Center with vaulted ceilings and natural knotty pine interior seats approximately 400 in a relaxed and private atmosphere.

Our facilities are used for a wide variety of functions that vary in group size, days of the week, seasons, hours, activities, food/beverage selections and special requests. Prices are established with all these variables taken into consideration. Seven Oaks does allow outside caterers. During our winter ski season, rental of the Main Lodge and Conference Center, although limited, are available on certain days.

**Contact the Seven Oaks Event Coordinator at 515-432-9457 ext. 303 to schedule a tour or discuss your needs so we can provide a custom package and price for your event.**

## **THE MAIN LODGE**

The Main Lodge seats 220 people. This space has sixteen-foot vaulted ceilings with natural knotty pine walls and large windows facing the ski slopes. Rental time begins at 11:00AM. Clean-up is required to start by 10:00PM. All parties must vacate the venue by 11:00PM

Any additional time will be charged an hourly rate.

## **THE CONFERENCE CENTER**

The Conference Center comfortably seats 200 people and is attached to the Main Lodge. This space has vaulted ceilings with natural knotty pine walls, a fireplace and large windows facing the ski slopes. The Conference Center may be rented in addition to the Main Lodge.

Your rental includes:

- Wireless internet
- Pre-event setup of tables and chairs by site staff
- 44 round tables (48") Seats 6 per table
- 16 round tables (60") Seats 8 per table
- 40 classroom tables (18" by 48") Seats 2 per table
- 6 rectangular tables (6ft)
- 2 rectangular tables (8ft)
- Outdoor Courtyard with Tables, Umbrellas & Lighting
- A Large lawn suitable for Large Tents & Games
- Exclusive Use of Coal Creek Lounge
- One (1) Bartender for eight (8) hours
- Exclusive Use of our Kitchen



## **RENTAL INFORMATION**

- Rental time begins at 11:00AM
- Clean-up is required to start by 10:00PM
- All parties are required to vacate the venue by 11:00PM
- Additional hours can be added for a fee
- Day-Before Event Set-Up can be added on for an additional fee



# Upgrades

## FOOD AND BEVERAGE

Coffee (Regular & Decaf Available)

- Each serves 40 cups; includes cups

Unlimited Soda & Lemonade

- Includes cups

Bartenders

- Extra Bartender(s) Available (4 hour Min.)
- Events with more than 250 guests require a third bartender

Table Busser

- 4 hour minimum per busser

Alcohol Options

- Domestic, import, craft beer, champagne & wine available

Kegs

- Must have a minimum of 125 guests for 2<sup>nd</sup> Keg
- Domestic – Coors Light, Miller Lite, Bud Light, Busch Lite, & Budweiser
- Craft – Blue Moon, Seasonal Sam Adams & Angry Orchard
- Local – *Exile: Ruthie*, *Boone Valley: Irish Roxie Red*, & *Firetrucker: Uptown IPA*

Late Night Bite

- Inquire for our late night bite options! As low as \$1/person.

## AUDIO/VISUAL

Speakers & Microphone

Projector & Screen

## ACCESSORIES

Table Linens

- Square\*, Rectangle, and Classroom tables (\*Can fit on rounds)
  - Sizes Available: 62"x62", 72"x72", 56"x120",
- Round & Rectangle Linens
  - Sizes Available: 90" rounds and 60"x120" rectangle

Cloth Napkins, Table Runners, and Chair Sashes

- Colors: Matching Colors Available, Plus More!

18x18 Dance Floor

21x21 Dance Floor

Campfire (Approx. 3-4 hours, includes firewood)

## Clean-Up Service

We love hosting events at Seven Oaks, add this option and our Event Coordinator and her team will work together to clean-up after your event. No fuss no muss! Enjoy yourself at your event and let us do all the heavy lifting. (This does *not* include bussing tables during your event)

# Pricing & Packages

June 1 – September 30 events may be subject to our wedding pricing if booked outside of 60 days before the event. Please ask our Event Coordinator for details.

## Pricing

Main Lodge.....	\$795.00
Rental includes one (1) bartender up to eight (8) hours and includes use of the kitchen.	
Addition of Conference Center.....	\$595.00
Non-Alcoholic Event.....	\$300.00
Day Before Set Up (6 hours).....	\$395.00
Additional Hours.....	\$100.00/hr

## Upgrades

Table Linens.....	\$12.00/ea
Cloth Napkins.....	\$1.00/ea
Coffee.....	\$15.00
Unlimited Soda & Lemonade.....	\$225.00
Bartender.....	\$17.00/hour
Busser.....	\$17.00/hour
Domestic Keg.....	\$295.00/ea
Craft Keg.....	\$345.00/ea
Local Keg.....	\$395.00/ea
Special Alcohol Request.....	Inquire
Late Night Bite.....	As low as \$1/person: Inquire
Ballatore Gran Spumante.....	\$15.00/ea
Microphone & Speakers.....	\$35.00/day
Projector & Screen.....	\$35.00/day
18x18/21x21 Dance Floor.....	\$450.00/\$550.00
Clean-Up Service.....	\$250.00
Campfire (Approx.3- 4 hours).....	\$45.00
Canoe, Kayak, River tube and Paintball.....	Inquire

## Packages

\*Most Popular Package

\*Add any upgrade to create a custom package

**The Get-Together Package..... \$840.00**

Includes: Main Lodge, Use of Kitchen, one (1) bartender for eight (8) hours and one (1) busser for five (5) hours

**\*The Party Package..... \$1,195.00**

Includes: Main Lodge, Use of Kitchen, Table Linens, one (1) bartender for eight (8) hours, Coffee, and one (1) busser for five (5) hours

**The Celebration Package..... \$1,395.00**

Includes: Main Lodge, Use of Kitchen, Table Linens, one (1) bartender for eight (8) hours, Coffee, Unlimited Soda & Lemonade, one (1) busser for five (5) hours, Campfire, and 2 bottles of House Champagne