

# Parties & Reunions

2023



## Welcome!

The Lodge at Seven Oaks and Conference Center is the perfect venue to consider 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.



Situated at the bottom of the ski trails with vaulted ceilings and natural knotty pine interior seats approximately 400 in a relaxed and private atmosphere.

Our venue is 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.

**Contact the Seven Oaks Event Coordinator at 515-432-9457 ext. 303 to schedule a tour or discuss your event needs.**



# Information

## **THE MAIN LODGE & CONFERENCE CENTER**

The Main Lodge seats approximately 215 people. This space has sixteen-foot vaulted ceilings with natural knotty pine walls and large windows facing the ski slopes. 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.

## **RENTAL INCLUDES:**

- WiFi
- 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

Coffee (Regular & Decaf Available)

- Includes cups, lids & sugar

Unlimited Soda & Lemonade

- Includes cups

Bartenders

- Extra Bartender(s) Available (4 hour Min.)
- Events w/ more than 250 guests *requires* 3rd bartender

Table Busser

- 4 hour minimum per busser

Table Service

- Plain & Ornate Place Setting Includes: Fork, Knife & Plate
- Table Service Bussers (This is a MUST add for Table Service)
- Two Additional Bussers for 3 hours

Alcohol Options

- Domestic, import, craft beer on hand
- Champagne & wine available

Kegs

- Must have a minimum of 125 guests for 2<sup>nd</sup> Keg
- Must have a minimum of 225 guests for 3<sup>rd</sup> Keg

AV Systems

- Speaker System with Wireless Microphone and lapel.
  - Set up and Tear Down is included.
- Projector & Screen: Great for slideshows
  - Computer must have an HDMI port.
- Table Linens, Cloth Napkins, Table Runners, and Chair Sashes
  - Colors: Matching Colors Available, Plus More!
- Dance Floor
  - 18x18 or 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)

## **CUSTOMIZED FAVORS**

Here at Seven Oaks we love to make your wedding planning easier! With this inclusive option you can work our Event Coordinator and order your custom cups, koozies or napkins for your event. With over 50 colors and many designs to choose from this is a must add to 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.....	\$925.00
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

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Coffee.....	\$30.00
Unlimited Soda & Lemonade.....	\$225.00
Bartender.....	\$19.00/hour
Busser.....	\$19.00/hour
Special Alcohol Request.....	Inquire
Microphone & Speakers.....	\$150.00/day
Projector & Screen.....	\$35.00/day
18x18 Dance Floor.....	\$450.00
21x21 Dance Floor.....	\$550.00
Clean-Up Service.....	\$250.00
Campfire (Approx.3- 4 hours).....	\$45.00
Canoe, Kayak, River tube and Paintball.....	Inquire
Customized Cups/Koozies/Napkins.....	Inquire

## Packages

\*Add any upgrade to create a custom package

The Party Package..... \$995.00

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

The Reunion Package.....\$1,295.00

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..... \$1,795.00

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

# Rental Information

## Linens

### **Polyester –32 Colors Available**

90" Round.....	\$13.95ea
60" x 120" Rectangle.....	\$13.95ea
13" x 108" Table Runner.....	\$5.00ea

### **Satin – Inquire for Color Options**

85" x 85" Square Overlay.....	\$13.95ea
120" Round.....	\$17.00ea
90" x 156" Rectangle.....	\$17.00ea
13" x 108" Table Runner.....	\$5.00ea

### **Burlap**

90" Round.....	\$13.95ea
120" Round.....	\$20.00ea
60" x 120" Rectangle.....	\$12.00ea
13" x 108" Table Runner.....	\$5.00ea

### **Sequin – Inquire for Color Options**

120" Round.....	\$25.00ea
90" x 156" Rectangle.....	\$30.00ea
13" x 108" Table Runner.....	\$7.00ea

### **Lace – White**

13" x 108" Table Runner.....	\$5.00ea
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## Chair Covers & Sashes

### **Chair Covers –White, Black & Ivory**

Spandex Chair Covers.....	\$1.50ea
Lifetime Chair Covers.....	\$2.00ea

### **Chair Sashes – 78 Colors Available**

Spandex Chair Sashes w/ Rental of Chair Cover.....	\$1.00ea
Chair Sashes w/ Rental of Chair Cover.....	\$1.00ea
Chair Sashes w/o Rental of Chair Cover.....	\$1.90ea

## Napkins/Overlay

### **Polyester – 78 Colors Available**

20" x 20" Napkins/Overlay.....	\$1.00ea
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# Rental Information

## Centerpieces

### Vases

Cylinder Vase: 6", 7", 8", or 10" .....	\$2.50ea
Cylinder Vase: 15" or 18" (4" Wide).....	\$5.00ea
Cylinder Vase: 26" Tall (6" Wide).....	\$8.00ea
Square Cylinder Vase: 14" .....	\$5.00ea
Square Glass Vase: 4", 5" or 6" .....	\$4.00ea
Rectangle Glass Vase.....	\$4.00ea
Trumpet Vase.....	\$5.00ea
Stretch Vase: 20" .....	\$5.00ea
Stretch Vase: 24" .....	\$6.00ea
Stretch Vase: 30" .....	\$7.00ea
Fishbowl Vase.....	\$5.00ea
Hourglass Vase.....	\$5.00ea
Footed Hurricane Vase.....	\$5.00ea



### Bowls

Garden Bowl.....	\$4.00ea
Trifle Bowl.....	\$4.00ea
Rose Bowl (Large).....	\$2.50ea



### Mirror Tiles

Square 5" .....	\$1.00ea
Square or Round 8" .....	\$2.50ea
Square or Round 12" .....	\$2.50ea
Octagon.....	\$2.50ea

### Misc. Centerpieces

Mint Julep Cup.....	\$4.00ea
Votive Cup w/ Candles (Square or Round).....	\$1.00ea
Lanterns (Black or Gold).....	\$7.00ea
Champagne Flutes (24" Tall).....	\$5.00ea
Wooden Rounds.....	\$4.00ea

### Extras

#### Card Boxes

Birdcage.....	\$15.00ea
Cinderella Coach.....	\$15.00ea
Silver Gift Box.....	\$15.00ea
White Daisy Box.....	\$15.00ea
Treasure Chest (White or Ivory).....	\$15.00ea
Suitcase.....	\$20.00ea

# Beer & Wine Pricing

## Kegs

Domestic Keg - \$315.00

Craft Keg - \$365.00

Local Craft Keg - \$415.00

## Cased Beer

Domestic Beer - \$70.00 Avg (24/case)

Craft Beer - \$90.00 Avg (24/case)

## Special Request

Inquire for Pricing



## Wine

Mini Bottles (case only: 24/case) - \$85.00

Barefoot Mini Bottles Only

— Red Moscato

— Pink Moscato

— Moscato

— Rose

— White Zinfandel

— Pinot Grigio

— Chardonnay

— Pinot Noir

— Merlot

— Cabernet Sauvignon

— Riesling

— Sweet Red

# Bar Options

## Open Bar

An open bar allows your guests to order and drink as they please without the worry of payment.

## Cash Bar

All guests are responsible for paying for their own beverages throughout the night.

## Drink Tickets

Each guest can receive a specific number of drink tickets for which they can exchange for one drink at the bar.

## Customizable Bar

You can build your own bar package and mix and match however you want.