

# Meetings & Seminars

2023/2024



## Capacity

Classroom Seating comfortably seats 60 - 80 with max of 100

Round Table Seating comfortably seats 150

## Pricing

### Full Day:

Monday – Wednesday.....\$495.00

Thursday or Friday.....\$695.00

### Half Day:

Monday – Friday..... \$325.00

## Upgrades

Bar Open w/ Bartender..... \$25.00/hr

Table Linens.....\$14.95/ea

Cloth Napkins..... \$1.00/ea

### Refreshment Table

(water, soda, lemonade, tea served w/ cups, straws & ice)

Up to 50 people..... .\$80

Up to 75 people.....\$100

Up to 100 people..... \$130

### Gourmet Coffee Bar

(Open forty-five (45) minutes before event start – Max 30 attendees)

Gourmet Coffee Bar..... .\$6.75/pp

Add'l Lunch/Break Service. . . . \$6.75/pp

(Will re-open for forty-five (45) minutes during lunch)

## Included in Rental:

- ✓ Full Day: Nine (9) hour rental time
- ✓ Half Day: Five (5) hours rental time
  - ✓ Set Up & Meeting Time included
- ✓ Break out space / additional space to eat
- ✓ Pre-event setup of tables and chairs by site staff
- ✓ Outdoor courtyard with tables, chairs & umbrellas
- ✓ Large lawn suitable for outdoor tents & games
- ✓ Projector & Screen
- ✓ Speakers w/ wireless mic and lapel clip

**Add one of our outdoor activities for great team building exercises or just for fun!**



Contact the Seven Oaks Events Department at 515-432-9457 ext. 303 to schedule a tour today!

