

Parties & Reunions

2023/2024



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 300 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 Department 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:

- Day of Event Staff
- Customized Floor Plan
- 2 Consultations for Planning
- Wi-Fi
- Pre-event setup of tables and chairs by site staff
- Outdoor Courtyard with Tables & Chairs, Umbrellas & Lighting
- A Large lawn suitable for Large Tents & Games
- Exclusive Use of our Kitchen
- Open Vendor Policy

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

Upgrade

Coffee (Regular & Decaf Available)

- Includes cups, lids & sugar

Unlimited Soda & Lemonade

- Includes cups

Bartenders

- 4 hour Minimum
- Events w/ more than 125 guests *requires* 2nd bartender
- Events w/ more than 250 guests *requires* 3rd bartender

Table Busser (This is a MUST add for Table Service)

- 4 hours minimum

Table Service

- Plain & Ornate Place Setting Includes: Fork, Knife & Plate

Alcohol Options

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

Kegs

- Must have a minimum of 125 guests for 2nd Keg
- Must have a minimum of 225 guests for 3rd 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
 - 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 Staff 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

Events held between June 1st – September 30th which are booked more than 120 days prior to the event will be subject to our wedding pricing. Please ask our Event Staff for details.

Pricing

Main Lodge.....	\$995.00
Addition of Conference Center.....	\$595.00
Day Before Set Up (6 hours).....	\$395.00
Additional Hours.....	\$100.00/hr

Upgrades

Table Linens, Table Runners, Cloth Napkins.....	Page 6
Centerpieces & Card Boxes.....	Page 7
Bar Options & Pricing.....	Page 8
Coffee.....	\$30.00
Unlimited Soda & Lemonade.....	\$250.00
Bartender (minimum of 4 hrs.).....	\$19.00/hour
Busser (minimum of 4 hrs.).....	\$19.00/hour
Microphone & Speakers.....	\$250.00/day
Projector & Screen.....	\$35.00/day
18x18 Dance Floor.....	\$450.00
21x21 Dance Floor	\$550.00
Clean-Up Service.....	\$350.00
Campfire (Approx.3- 4 hours).....	\$50.00
Canoe, Kayak, River tube and Paintball.....	Inquire

Oops I Forgot / Add-On's:

Clear Dessert Plates.....	\$25.00/110
Clear Plastic Forks.....	\$5.50/110

**No open flames, top of flame must be a minimum of three inches below top of containers; No confetti or glitter; No staples, tacks, or tap on the walls or woodwork.*

****Prices do not include sales tax. Gratuity is not included. All prices are subject to change. No hidden fees!***

Rental Information

Linens

Polyester –32 Colors Available

90" Round.....	\$15.00ea
60" x 120" Rectangle.....	\$15.00ea
13" x 108" Table Runner.....	\$5.00ea
90" x 156" Rectangle.....	\$20.00ea

Satin – Inquire for Color Options

85" x 85" Square Overlay.....	\$15.00ea
120" Round.....	\$20.00ea
13" x 108" Table Runner.....	\$9.00ea

Burlap

90" Round.....	\$18.00ea
120" Round.....	\$22.00ea
60" x 120" Rectangle.....	\$16.00ea
13" x 108" Table Runner.....	\$10.00ea

Sequin – Inquire for Color Options

120" Round.....	\$30.00ea
90" x 156" Rectangle.....	\$35.00ea
13" x 108" Table Runner.....	\$10.00ea

Lace – White

13" x 108" Table Runner.....	\$5.00ea
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Napkins/Overlay

Polyester – 78 Colors Available

20" x 20" Napkins/Overlay.....	\$1.50ea
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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"	\$2.50ea
Square or Round 8"	\$3.50ea
Square or Round 12"	\$3.50ea
Octagon.....	\$3.50ea

Misc. Centerpieces

Mint Julep Cup.....	\$4.00ea
Votive Cup w/ Candles (Square or Round).....	\$2.50ea
Lanterns (Black or Gold).....	\$9.00ea
Champagne Flutes (24" Tall).....	\$6.00ea
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

Bar Options

Hosted Bar

A hosted bar allows your guests to order and drink as they please without the worry of payment and you cover the tab at the end of the event.

Open Bar

An open bar allows your guests to order and drink as they please up to a determined dollar amount.

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.

Keg Pricing

Purchase a ½ barrel keg of your favorite beer for your guest to enjoy. Approximate servings per keg are 124-16 oz drinks or 165-12 oz. drinks. Must have a minimum of 125 guests for 2nd Keg and a minimum of 225 guests for 3rd Keg.

Domestic Keg - \$350.00

Craft/Import Keg – Ask for pricing

Absolutely **NO** outside alcohol may be brought into Seven Oaks Lodge or on the grounds. Outside beverages found will be charged \$10 each. 2nd offense will be asked to leave the property. Alcoholic beverages are not permitted off Seven Oak's property.

No alcohol will be served to minors. Guests will be asked for identification if their age is in question.

Seven Oaks reserves the right to end alcohol service or the event at any time, for any reason, if behavior and/or alcohol consumption is out of control or dangerous. Our staff is trained in bar safety procedures and will use necessary judgement when serving our guests.

