



2016-2017

“The Lodge at Seven Oaks and Conference Center”
Terms for Corporate Meetings

Thank you for considering *The Lodge at Seven Oaks* and Conference Center for your upcoming event! Whether you are looking for a location for your next company meeting, convention, or retreat, 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 over 400 in a relaxed and private atmosphere. This facility is made up of our Main Lodge, Conference Center, Coal Creek Lounge and Kitchen.

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 Planner 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 CONFERENCE CENTER

The Conference Center is 2,880 square feet and comfortably seats over 200 people at round tables or 80 people at classroom tables. This space has knotty pine side walls, vaulted ceiling, a fireplace and large windows facing the ski slopes. Your rental of *The Conference Center* can include:

- use of wireless internet
- pre-event setup of tables and chairs by site staff
- 46 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)
- use of the outdoor courtyard with tables, umbrellas & tiki torches
- large lawn suitable for outdoor tents

Saturday Meeting

- Saturday use of the Conference Center at Seven Oaks will be at a rate of **\$595.00** for meetings up to eight hours.

Sunday through Friday Meetings

- Use of the Conference Center at Seven Oaks for *any day other than a Saturday* for meetings will be at a rate of **\$495.00** for up to seven hours.
- Set up/rehearsal time begins when you or your equipment arrive.
- Each additional hour beyond the seven hours will be charged at **\$50.00/hour**.

THE MAIN LODGE

The Main Lodge may be rented in addition to the Conference Center for breakout sessions, separate spaces for meals and meetings, and larger events for a rate of **\$150.00**. If Seven Oaks caters during the meeting, the Main Lodge rental fee will be waived. This only applies if the Main Lodge is being used solely for the meal, not additional meeting space.

The Main Lodge is attached to the Conference Center via a short hallway. The Main Lodge is 4,600 square feet and seats 220 people. This space has a sixteen foot vaulted ceiling and natural knotty pine walls with large windows facing the ski slopes.

KITCHEN

The kitchen space may be rented and consists of a refrigerator, freezer, oven, stove, microwaves and sinks.

- A fee of **\$100.00** is charged for the use of the kitchen space and/or kitchen equipment
- Fee waived if meal is catered by Seven Oaks

SERVICE FEES

A Service Fee of **12%** will be added to all fees.

FOOD AND BEVERAGE

- Catering (breakfast, lunch, dinner or snacks) and Cocktail Hours – Contact Seven Oaks’ Event Planner
 - Dinner menu available online:
<http://www.sevenoaksrec.com/menu/seven-oaks-dinner-buffet-2014.pdf>
 - Lunch menu available online:
<http://www.sevenoaksrec.com/menu/seven-oaks-lunch-buffet-2014.pdf>
 - Backyard Lunch menu available online:
<http://www.sevenoaksrec.com/menu/seven-oaks-backyard-lunch-menu-2014.pdf>

ACCESSORIES

- Table Linens
 - \$8.65 for round tables and classroom tables
 - \$10.65 for rectangular tables
- Cloth napkins - \$.85 each
- Rice Screens- \$8.00 each
- 2 Audio/Video systems (includes overhead projector and screen) - \$50.00 each/day
- PA system - \$35.00 per day

ACTIVITIES

- Camp Fire (approx. 3 hours) - \$40.00
- Volleyball or Horseshoes - \$25.00
- Full service canoe, kayak and river tube floats- Contact Seven Oaks’ Event Planner
- Paintball – Contact Seven Oaks’ Event Planner

Prices do not include sales tax. All prices are subject to change.