



2016

“The Lodge at Seven Oaks and Conference Center”

FAQ’s

Q. What type of event can we host at Seven Oaks?

A. The Lodge at Seven Oaks and Conference Center is used for a wide variety of functions that vary in group size, days of week, seasons, hours, activities, food and beverage and special requests. We typically host weddings, receptions, class reunions, corporate meetings, birthday parties, etc. to give you an idea. No group is too small and no request is too large for Seven Oaks, so please do not hesitate to ask.

Q. What does the rental include?

A. The rental includes the space you have rented, use of indoor tables and chairs, set up and take down of indoor tables and chairs; the use of the outdoor courtyard with tables, umbrellas & tiki torches; an Event Planner that meets with you to coordinate and plan the on-site details of your event and in some conditions may also include a bartender.

Q. What assistance does your event planner provide?

A. The Seven Oaks Event Planner can meet with you to help choose an appropriate floor plan for your event, menu options, reviews lodge rules, outdoor recreation activity packages, provides resources for tents, outdoor chairs, DJ’s, caterers, etc.

Q. Am I responsible for all clean up after the event?

A. Yes you are responsible for all clean up during and after the event. The signed agreement provided by the Seven Oaks Event Planner will detail your clean up responsibilities. We highly recommend that you assign clean up responsibilities to some of your group so clean up can occur during the event and at the end of the event.

Q. Can I have my wedding ceremony at Seven Oaks?

A. Yes, you can have your ceremony indoors or outdoors prior to your reception at Seven Oaks (a ceremony fee is charged). We provide a wedding arch that you may decorate but you are responsible for hiring the licensed officiate, outdoor seating, music, etc.

Q. Can I decorate the lodge for my event?

A. Yes, you can decorate however; Seven Oaks does have some guidelines and restrictions such as no nails or tacks in the walls. You will need to review your desires for decorations with the Event Planner when you meet. Please remember to bring your own supplies such as extension cords, scissors, stapler, tape, ladders, etc. Remember, all decorations must be removed at the end of your event rental.

Q. Is someone from Seven Oaks at the lodge on the day of my event?

A. Yes, someone from Seven Oaks is on site and can answer questions but the decorating is up to you. You will coordinate your event prior to the event day with our Event Planner and the table/chair set up will be done before you arrive. Any changes to a layout on the day of the event are up to you to make but must be approved by our Event Planner.

Q. Does Seven Oaks provide outdoor chairs or tents?

A. No, however the Event Planner can supply you contacts information for businesses that carry these products.

Q. What is the seating capacity at Seven Oaks?

A. 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.

A. The Conference Center is 2,880 square feet and seats over 200 people. This room is attached to the Main Lodge via a short hallway. This space has knotty pine side walls, vaulted ceiling, a fireplace and large windows facing the ski slopes.

Q. Do you have a dance floor?

A. Yes, our permanent dance floor is 10 ft. x 20 ft. but many spill over onto the non padded carpet adjacent to the dance floor as well. Portable dance floor rental is permitted.

Q. Do you have overnight accommodations?

A. We do not have overnight accommodations on site but we do have a special guestroom rate with the Baymont Inn located in Boone only four miles east of Seven Oaks.

Q. Do we have to use Seven Oaks in-house catering?

A. Seven Oaks does offer catering options however other caterers are allowed for a minimal fee. The Event Planner can provide you with caterer recommendations.

Q. May we bring in our own alcohol?

A. No, in accordance with State of Iowa laws, all alcoholic beverages must be purchased from and served by Seven Oaks.

Q. Do you provide a bartender?

A. Yes, when Coal Creek Lounge is used then a Seven Oaks bartender will be on site. Whether the bartender is included or charged for is subject to the day of week and type of event. The Seven Oaks Event Planner can explain the options.

Q. Do you provide linens?

A. Yes, Seven Oaks can provide linens for your event at a competitive rate which includes draping them on the tables and removing them; or you can supply your own linens.